S6130-1

STATE OF

DIRECTOR

OF

INSTITUTIONS

NORTH DAKOTA

SIXTH
BIENNIAL REPORT

TO
THE
GOVERNOR

PERIOD OF REPORT

July 1, 1979 to June 30, 1981

November 30, 1981

The Honorable Allen I. Olson
Governor of North Dakota
Executive Office
State Capitol
Bismarck, North Dakota 58505

Dear Governor Olson:

In accordance with Chapter 54-21-09 of the North Dakota Century Code, I have the honor to submit herewith the biennial report of the Director of Institutions for the period beginning July 1, 1979, and ending June 30, 1981.

Respectfully submitted,

Alton L. Lick

Alton L. Lick
Director of Institutions

DIRECTOR OF INSTITUTIONS
BIENNIAL REPORT
July 1, 1979 - June 30, 1981

DEPARTMENTAL OPERATIONS

The duties and responsibilities of this office are set forth in Section 54-23 and 54-23.1 of the North Dakota Century Code. These include the operation and maintenance of the Statewide Telecommunications Network, the operation of the Central Mailing Bureau for all state agencies, maintenance and upkeep of all buildings and grounds within the capitol complex, providing for space and service requirements of all state agencies and departments, as well as executive administrative responsibility for six state institutions and two agencies.

PROGRESS REPORT

The Forty-Fifth Legislative Assembly authorized the construction of a new state office building and Heritage Center on the capitol grounds which have been completed. Because of this the capitol grounds parking and roadway have been renovated to maximize the number of parking stalls and control traffic on the grounds.

Funds were appropriated to complete the renovation of the Liberty Memorial Building, which will house the State Library and refinish the lights, brass columns and ceiling in Memorial Hall.

INSTITUTIONAL ACTIVITIES

Changes which have taken place in institutional and departmental executive management during the period of this report are as follows:

1. Milton Wisland, Ed.D., was appointed Superintendent of the Grafton State School in August 1979 following the resignation of Ronald E. Archer.

2. Ruth Mahan was appointed State Librarian in June 1981 following the resignation of Richard J. Wolfert.

3. James Rainier was appointed Acting Superintendent of the North Dakota School for the Deaf following the death of Allen J. Hayek. A selection committee is in the process of screening potential candidates.

The following institutional appointments were made effective July 1, 1981:

INSTITUTION	APPOINTEE	TERM OF APPT.
State Industrial School	Duane Lawrence, Ed.D.	2 years
State Penitentiary	Winston E. Satran	2 years
School for the Blind	Charles R. Borchert	2 years
School for the Deaf	James Rainier, Acting Supt.	
Grafton State School	Milton Wisland, Ed.D.	2 years
State Radio Communications	Lyle V. Gallagher	2 years
State Library	Ruth Mahan	2 years

ACKNOWLEDGMENTS

We wish to acknowledge the cooperation extended to this office by the Capitol Grounds Planning Commission for approving the implementation of the Capitol Grounds Beautification Committee recommendations, North Dakota Combined Law Enforcement Council, Social Service Board, Vocational Education, Department of Public Instruction, State Health Department, State Fire Marshal, North Dakota National Guard, State Park Service, Lincoln-Oakes Nursery, State Highway Department, North Dakota Highway Patrol, Employment Security Bureau, Secretary of State's Office, Accounts and Purchases, and Disaster Emergency Services.

FINANCIAL STATEMENT JULY 1, 1979 thru JUNE 30, 1981

Statement of Expenditures by Object

Dept. 130

Salaries and Wages	$1,904,010.00

Fees and Services

Data Processing	1,438.00
Travel	30,228.00
Water-Garbage	52,654.00
Natural Gas	114,861.00
Electricity	264,299.00
Rent of Equipment-Inc. Films	31,355.00
Rent of Building Space	104,560.00
Postage	17,224.00
Telephone-Telegraph	1,699.00
Repair Equipment-Other	9,697.00
Elevator Mtce. Contracts	106,754.00
Service Contracts-Other	19,523.00
Repair Buildings-Grounds	25,614.00
Legal	38.00
Engineers & Architects	1,603.00
Professionals Not Classified	10,520.00
Property-Liability Insurance	36,837.00
Radio-TV-Newspaper-Fees	524.00
Licenses-Taxes	231.00
Dues-Memberships	5,403.00
Laundry and Dry Cleaning	1,024.00
Extermination Services	1,845.00
Other Miscellaneous Fees	13,932.00
Institutional Medical	728,352.00
TOTAL	$1,580,215.00

Supplies and Materials

Data Processing Suuplies-Misc.	439.00
Central Supply	4,213.00
Printing	9,150.00
Books-Periodicals-Subcr.	414.00
Food Supplies	3,320.00
Dry Goods	307.00

FINANCIAL STATEMENT
July 1, 1979 thru June 30, 1981
Page 2

Supplies and Materials (cont'd)

Uniforms	$ 3,685.00
Janitorial-Laundry Supplies	25,956.00
Seed-Feed-Forage-Fertilizer	7,090.00
Trees-Shrubs-Etc.	293.00
Hardward and Bldg. Supplies	20,384.00
Repair Parts	4,713.00
Paint	4,378.00
Plumbing	1,510.00
Electrical	5,662.00
Equipment Repair Parts	10,468.00
Other Petlm and Fuel Products	5,282.00
Supplies Not Classified	2,957.00
Metals-Lumber-Cement	776.00
Fuel and Oil	13,043.00
TOTAL	$124,040.00

Equipment

Office Machines	2,555.00
Furniture & Furnishings	2,435.00
Machinery & Other Equipment	71,893.00
TOTAL	76,883.00

Major Improvements (Included 81-83 Emergency Clause Expenditure of $206,828)	1,852,476.00
GRAND TOTAL	$3,633,614.00

Dept. 131

Statewide Communications

Telephone-Telegraph	3,935,484.00
Central Data Processing	6,417.00
GRAND TOTAL	3,941,901.00

Dept. 132

Emergency Commission

Land, Structure, Major Improvements	244,781.00

Director of Institutions
ALTON L. LICK, DIRECTOR

TELEPHONE 701-352-2140

STATE OF NORTH DAKOTA

Grafton State School

GRAFTON, NORTH DAKOTA
58237

MILTON V. WISLAND, Ed. D.
Superintendent

PAUL P. WITUCKI
Assistant Superintendent

KENNETH D. YEARWOOD, M.D.
Director of Health Services

HENRY M. RAE
Director of Administration

GLENN L. WEIAND
Director of Personnel

December 11, 1981

Mr. Alton L. Lick
Director of Institutions
Capitol Building
Bismarck, ND

Dear Mr. Lick:

In accordance with the North Dakota Century Code and the direction of the Office of the Director of Institutions, the requested report of the Grafton State School and San Haven covering July 1, 1979 to June 30, 1981 is herewith submitted.

I am sure you are aware of the progress during the past two years in developing more programs for our residents and the new construction projects. I am looking forward to working with you and your staff, as well as the legislators, in keeping this momentum going.

Sincerely yours,

Milton V. Wisland

Dr. Milton V. Wisland
Superintendent

BIENNIAL REPORT

The Grafton State School, established in 1904, continues to serve as a residential facility for nearly 800 mentally retarded citizens. We presently restrict our admission to severely and profoundly retarded, assuming in most instances the community facilities will serve the mildly and moderately retarded. We are continually striving to place several residents into community programs who could adjust to a less restrictive environment. These are higher functioning residents who came to us previously, when institutionalization was much more common. This, however, is a slow process because more appropriate community facilities have to be found or established first.

We are constantly involved in upgrading our approaches to the delivery of services to the residents. This includes enhanced staff training, remodeling and normalizing physical environments, and greater structuring of habilitative programs. Therefore, much time is spent in planning and implementation of new ideas, new philosophies, and modern concepts. An interdisciplinary approach is being used in the development and monitorization of programs for residents. We offer a multidisciplinary 24 hour a day service which includes short term diagnostic and evaluation services, respite care services, crisis intervention services, and community consultative services. The following is a list of other therapeutic services and programs offered:

1. Medical services
2. Dental services
3. Lab, and x-ray services
4. Pharmacy services
5. Physical therapy
6. Occupational therapy services
7. Nursing and hospital care
8. Academic classroom services, including industrial arts and vocational education
9. Music therapy
10. Arts and crafts training
11. Recreation services
12. Social services
13. Volunteer services
14. Psychological services
15. Speech and hearing services
16. Community placement and pre-placement habilitation services
17. Chaplaincy services
18. Behavior modification and management services
19. Specialized deaf-blind educational services
20. Foster grandparent services
21. Staff inservice orientation training
22. Multi-disciplinary evaluation services
23. Resident canteen experiences
24. Food services
25. Laundry services
26. Legal and financial services
27. Housekeeping and sewing services

28. Building and grounds maintenance services
29. Individual daily resident program services
30. Resident maintenance, care, counseling, and parenting services on a 24-hour basis

It has been a pleasure for me to become a part of the North Dakota system of services to handicapped people. I've enjoyed the opportunity to help in improving programs for these individuals. I will continue to strive to offer the best residential services possible to the residents entrusted to our care.

Milton V. Wisland, Ed.D.
Superintendent

DIRECTOR OF ADMINISTRATION REPORT

TO THE SUPERINTENDENT:

The capital improvements made at Grafton include: new electrical switchgear, transformer and emergency generator which will be installed and placed into service during the 1981-83 biennium; the replacement of a broken steam line to Wylie Hall; new windows for energy conservation were installed in West and Wylie Halls; new roofs with an increased insulating factor were installed on the West and Wylie Buildings; an additional fire stairwell was added to the Health Services Center Building (formerly known as the Hospital Building); smoke doors in the tunnel system providing a fire-smoke separation capability of each building; and entrances to the Health Services Center and Sunset Hall were enhanced to provide easier access for handicapped individuals.

Other projects were completed in various buildings by the maintenance staff of Grafton State School to enhance programming and educational components. This will be a continuous concern and effort to provide a better and safer living environment for the residents and working environment for the staff. One of these projects was the installation of 125 battery-operated smoke detectors in the resident living buildings as an additional fire detection system. This is not an answer to the more sophisticated smoke and fire alarm systems needed, but a stopgap measure until funds are appropriated to renovate the buildings which will include the required appliances to meet life-safety codes.

The Forty-sixth Legislative Assembly began a commitment to improve the facilities at Grafton and the Forty-seventh Session approved $14,209,432 for capital improvements, plus implied legislative intent to continue upgrading of the facilities at an increased level of funding. This is in keeping with the goal of meeting acceptable living standards which will also meet the standards pertaining to facilities under the Title XIX Medicaid Program.

The detail list of revenues and expenditures which follow is an integral part of this presentation.

Respectfully submitted,

Henry M. Rae

Henry M. Rae
Director of Administration

Grafton State School

STATEMENT OF REVENUE AND EXPENDITURES

FOR THE BIENNIUM ENDED JUNE 30, 1981

REVENUE:

General Fund Appropriations	$18,672,165
Care & Treatment — Bureau of Indian Affairs	326,431
Care & Treatment — Other	1,712,787
Miscellaneous	539,865
Total Revenue	$21,251,248

EXPENDITURES:

Salaries		$15,907,100
Fees and Services		
Data Processing	$ 6,925	
Travel	48,574	
Water — Garbage	165,282	
Natural Gas	502,568	
Electricity	78,787	
Lease — Rentals	30,221	
Rent of Equip — Incl. Films	5,028	
Postage & P.O. Box Rental	11,860	
Telephone — Telegraph	61,971	
Repair Equip — Office	1,329	
Repair Equip — Automobiles	6,242	
Repair Equip — Other	27,478	
Elevator Mtce Contracts	52,714	
Service Contracts — Ofc Equip	7,860	
Service Contracts — Other	24,692	
Repair Bldg Grounds	24,130	
Repairs Not Classified	2,012	
Medical — Incl. Hospital	110,819	
Legal	23,200	
Audit	1,860	
Management & Consulting Serv.	79,195	
Photographer	863	
Property	13,460	
Outside Medical Doctors	77,799	
Radio, TV, Newspaper	8,119	
Licenses — Taxes	424	
Dues — Memberships	2,632	
Freight & Express	17,972	
Laundry & Dry Cleaning	2,276	
Extermination Services	3,021	
Stipends	43,015	
Other Miscellaneous Fees	19,543	
Total Fees and Services		$ 1,461,871

Supplies and Materials		
Office Supplies	$ 28,132	
Printing	6,827	
Books	5,246	
Periodicals & Subscriptions	2,962	
Educational Supplies	6,157	
Paper Products	25,647	
Copier Supplies	4,553	
Testing Materials	1,800	
Photo Supplies	2,168	
Food Supplies	848,809	
Meat	196,107	
Dry Goods	108,990	
Clothing	168,004	
Uniforms	641	
Lab Supplies	41,449	
Medicine & Drugs	180,790	
Dental Supplies	6,669	
Other Surgical & Medical Suppl	25,684	
Dishes	5,247	
Silverware & Utensils	4,681	
Laundry Supplies	23,872	
Janitorial	97,802	
Seed, Feed, Forage, Fertilizer	3,697	
Hardware & Bldg. Supplies	91,968	
Expendable Tools	2,415	
Paint	21,007	
Plumbing	17,522	
Electrical	26,484	
Boiler	14,241	
Equipment Repair Parts	40,670	
Heating	40,470	
Other Petroleum & Fuel Products	2,364	
Road Maintenance Supplies	15,614	
Films	9,173	
Supplies Not Classified	76,766	
Recreational Supplies	2,838	
Audiovisuals	828	
Fuel & Oil	47,710	
Repair Parts	4,803	
Arts & Crafts	15,329	
Health & Beauty	37,607	
Total Supplies & Materials		$ 2,263,743

Equipment		
Equipment Under $100	$ 13,068	
Office Machines	8,892	
Furniture & Furnishings	68,190	
Motor Vehicles	37,975	
Machinery & Other Equip	107,300	
Total Equipment		$ 235,425

STATEMENT OF REVENUE AND EXPENDITURES
For the Biennium Ended June 30, 1981
Page 3

Special Projects	$ 1,383,109
TOTAL EXPENDITURES	$21,251,248
REVENUE OVER (UNDER) EXPENDITURES	-0-

Resident Cost of Care:

July 1, 1979 -- $26.42 per day

July 1, 1980 -- $30.33 per day

PERSONNEL DIVISION REPORT

TO THE SUPERINTENDENT:

I am submitting to you pertinent data as it pertains to the office of the Director of Personnel for the reporting period beginning July 1, 1979 and ending June 30, 1981.

New Administration:

During the 1979-81 Biennium, Dr. Milton V. Wisland was employed to replace Dr. Ronald E. Archer, Superintendent of the Grafton State School; while Dr. Kenneth D. Yearwood was employed to replace Dr. Harry M. Butler, Medical Director.

Staffing:

For this biennium period, the 46th Legislative Assembly appropriated state-funding for 601 positions, an increase of 7 positions over the 594 of the previous biennium. An additional 67 positions were authorized to be funded from non-state sources, which included Title I Section 213, Title VI C, North Dakota DDC, Public Law 93-113 ACTION, and CETA.

Legislative Salary Appropriation:

The state salary appropriation for the 1979-81 reporting period arrived at a total of $15,553,649, or a 27.5% increase of the previous biennium of $12,201,905. The 46th Legislative Assembly awarded a 10% across-the-board increase to be effective January 1, 1981, to all state employees who were employed before July 1, 1980. This catch-up increase for the last 6 months of the biennium increased Grafton's salary appropriation from $15,166,377 to $15,553,649.

Pay Plan:

The salary schedule which was introduced on July 1, 1977, continued into the 1979-81 Biennium. The salary schedule was basically designed to acknowledge years of service and to provide additional pay for high stress work stations. The schedule format was made up of 6 salary lanes, arranged in 3-6 year clusters in order of seniority progression; thus providing an appreciably higher wage for tenured employees. The schedule included pay grades 7-18, while any employee above pay grade 18 was identified as "exempt" and received flat across-the-board salary increases.

Salary Increases:

Salary increases for the first year of the biennium averaged 9.6% for non-professional direct-care and support staff. Professional staff were awarded a flat 6.5% across-the-board increase. Total staff average increases were interpreted at an approximate 8.6%.

For the second year of the biennium, non-professional direct-care and support staff averaged a 13.2% increase while professional staff averaged 8.5%. The total staff average increases were interpreted at an approximate 11.6%. All figures are based upon arithmetic mean averages. During the last 6-months of the second fiscal year, approximately 500 staff were awarded the 10% catch-up increase. The 10% catch-up increase is not reflected in the above figures.

Employee Replacement:

During the 1979-81 biennium period, noticeable reductions were realized in staff turnover. The following table demonstrates the flow and trend of employee replacement.

Fiscal Period	Employee Losses	Percentage Turnover
1980-81	122	19.5%
1979-80	172	28.6%
1978-79	202	33.6%
1977-78	214	36.0%
(1975-77)	705	55.9%

During the last leg of the biennium, employee turnover declined to 19.5%, a figure which Personnel deems reasonable and certainly a more than appreciable improvement over past years. The above figures reflect only full-time permanent positions. They do not include separations due to attrition or leaves of absence.

Conclusions:

The actions of the 46th Legislative Assembly served significantly to improve the personnel function at the Grafton State School. Increased funding for salaries brought about appreciable gains in employee wages, which accounts in part for vastly improved employee retention and recruitment.

However, despite the efforts of this legislative body in providing increased funding, the 1979-81 staffing levels were still far short in meeting minimum accreditation standards, as will as meeting those required staffing levels mandated by PL 94-142.

Respectfully submitted,
Glenn L. Weiand
Glenn L. Weiand
Director of Personnel

MOVEMENT OF RESIDENT POPULATION

FOR THE YEAR BEGINNING JULY 1, 1980 AND ENDING JUNE 30, 1981

	MALES	FEMALES	TOTAL	MALES	FEMALES	TOTAL
Residents in the Institution at the beginning of the year	407	385	792			
Residents on Vacations, Placement, Jamestown, etc.	110	86	196			
TOTAL RESIDENTS ON BOOKS AT THE BEGINNING OF THE YEAR				517	471	988
ADMISSIONS:						
First Admissions including Evaluation Service Admissions	6	8	14			
Re-Admissions and returns from San Haven	5	3	8			
TOTAL ADMISSIONS				11	11	22
SEPARATIONS DURING THE YEAR:						
Discharged direct from the Institution - Inc. E.S.	4	0	4			
Discharged while on leave	6	9	15			
Deaths in the Institution	4	3	7			
Deaths while on leave	2	0	2			
Transfers to other Public Institutions for the mental retarded in the same system (San Haven).	2	0	2			
TOTAL SEPARATIONS				18	12	30
RESIDENTS ON BOOKS AT THE END OF THE YEAR:	397	370	767			
Residents on Placement at the end of the year (Hostel)	82	77	159			
Residents home on Vacation and Extended Vacation	28	21	49			
Residents at the Jamestown State Hospital for treatment	3	2	5			
Total on leave at the end of the year				113	100	213
Total population in the Institution at the End of the Year				397	370	767
TOTAL POPULATION ON INSTITUTION BOOKS AT THE END OF THE YEAR				510	470	980

MOVEMENT OF RESIDENT POPULATION

FOR THE YEAR BEGINNING JULY 1, 1980 AND ENDING JUNE 30, 1981

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DIRECTOR OF INSTITUTIONS
Alton L. Lick, Director

SAN HAVEN

A Division of the
Grafton State School
San Haven, North Dakota 58371

MILTON WISLAND, Ed.D.
Superintendent
R. L. CHARRIER
Business Manager
Asst. Superintendent
TEL. NO. 244-5595
DUNSEITH, N. DAK.

December 4,1981

Dr. Milton Wisland,
Superintendent
Grafton State School
Grafton, North Dakota 58237

Re: Biennial Report

Dear Dr. Wisland;

I have the pleasure to submit the Biennial Report for the period ending June 30,1981 of San Haven.

Respectfully,

R L Charrier

R. L. Charrier,
Assistant Superintendent

Established in 1912 as the North Dakota State Tuberculosis Sanatorium, San Haven has evolved from a medical treatment center to the current function as a Division of the Grafton State School for the Mentally Retarded. Development of new programs, addition of staff, and the enhancement of skills have resulted in better conditions throughout the institution, for the average of 248 residents served during the biennium.

One of the major changes which took place during the reporting period involved the provision of medical services to the residents. Formerly provided through the employment of two staff physicians, the responsibility for medical care is now provided under a contractual agreement with a local medical clinic. This assures that the residents are being provided with a level of medical skills equal to that available to citizens of our state who are not living within an institution. As a part of the contract, regular consultations are provided by specialists to provide for the special medical needs of the residents and to enhance the skills of the staff. This arrangement for medical service has been reviewed by several individuals and groups who have supported the concept and the results. One of the state newspapers praised this agreement as being an example of effective cooperation between the public and private sectors of our society.

Through the efforts of the Director of Education at the Grafton State School and with the cooperation of other state agencies, an education program for school age residents at San Haven has been implemented. Assessments were made of the needs of each student to identify needs, and an Individual Education Plan was developed to meet those needs. This program has had good success and plans are being made to expand it to provide a continuation of education beyond the usual "school age."

A variety of recreation and activity programs have been continued and expanded to provide the residents with a broad scope of experiences. The camp program provides an "out of institution" living experience in the summer, while winter day camps fill the need to meet and interact with new people. This entire program is carried out in cooperation with Metigoshe Ministries at Lake Metigoshe. Weekly "meal outings" provide the residents with the experience of going to a local cafe and enjoying a meal in a small group within a different environment. The residents also enjoy their annual trip to Minot for the Shrine Circus, and several visits to the Zoo. With the institution being located in the foothills of the Turtle Mountains, full advantage is taken of the International Peace Garden facilities for picnics and other outings.

Funded through a special construction bill passed by the Forty-sixth Legislative Assembly, erection of a new building has begun. Identified as the "Combined Services Building" the structure will contain the Laundry and Food Service Center of the institution. The location of the new building will provide for more efficient flow of material between the Laundry and the "use" center, while the Food Service Center will be available for most of the residents. It is anticipated that the new building will be completed in early 1982, with dedication planned for the summer of that year.

Extensive plans have been made and funding provided for renovations to the resident living buildings and provision of more program space. This work, together with the employment of new program staff is intended to further enhance the quality of life of the residents entrusted to our care. The evolution of San Haven continues, with the goal of making San Haven a service facility which the citizens of North Dakota can point to with pride.

FINANCIAL REPORT
APPROPRIATION EXPENDITURES
FOR BIENNIUM ENDING JUNE 30, 1981

SALARIES AND WAGES:			
Salaries and Wages		$4,868,559.82	
Fringe Benefits:			
O.A.S.I.S.	$ 11,180.27		
Social Security--Matching	305,377.82		
Hospital Insurance--Matching	286,295.08		
Workmen's Compensation Premiums	43,567.89		
Unemployment Insurance	29,088.30		
State Retirement Contribution	210,100.18	885,609.54	$5,754,169.36
FEES AND SERVICES			435,526.85
CENTRAL DATA PROCESSING			2,868.47
SUPPLIES AND MATERIALS			1,206,671.15
EQUIPMENT			57,734.72
MAJOR IMPROVEMENTS			453,436.92
Total Appropriation Expenditures			$7,910,407.47
INSTITUTIONAL COLLECTIONS--REVENUES:			
CARE AND TREATMENT:			
Bureau of Indian Affairs	$174,076.71		
Other	366,850.13	$ 540,926.84	
LEASE:			
Rental of Land	3,200.00		
Rental of Rooms and Buildings	31,232.50	34,432.50	
RENTAL--TELEPHONE COLLECTIONS		67.71	
SALE OF SALVAGE AND SCRAP		653.16	
SALE OF MEALS--PREPARED FOOD		54,961.50	
MISCELLANEOUS REFUNDS		1,418.43	
MISCELLANEOUS		50.00	
Total Institutional Collections			632,510.14
NET GENERAL FUND EXPENDITURES			$7,277,897.33

STATE OF NORTH DAKOTA

RESIDENT CENSUS

SAN HAVEN

MONTH	AMBULATORY	NON-AMBULATORY	TOTAL
7-1-79	125	133	258
8-1-79	126	133	259
9-1-79	129	133	262
10-1-79	129	132	261
11-1-79	128	130	258
12-1-79	127	131	258
1-1-80	127	130	257
2-1-80	127	130	257
3-1-80	127	125	252
4-1-80	126	123	249
5-1-80	126	123	249
6-1-80	125	124	249
7-1-80	125	123	248
8-1-80	125	123	248
9-1-80	126	121	247
10-1-80	123	119	242
11-1-80	123	119	242
12-1-80	122	119	241
1-1-81	122	119	241
2-1-81	122	119	241
3-1-81	121	117	238
4-1-81	121	115	236
5-1-81	121	114	235
6-1-81	121	114	235

THE NORTH DAKOTA SCHOOL FOR THE BLIND

1979-81

BIENNIAL REPORT

Charles R. Borchert

Superintendent

NORTH DAKOTA
School for the Blind
500 STANFORD ROAD ● GRAND FORKS, NORTH DAKOTA 58201 ● PHONE (701) 781-4144

ALTON L. LICK
Director of Institutions
CHARLES R. BORCHERT
Superintendent
EMOLYN S. SKINNER
Director of Administration
ARTHUR BENNETT
Director of Education
ROBERT A. SYVERSON
Program Coordinator

Mr. Alton L. Lick
Director of Institutions
State Capitol Building
Bismarck, ND 58505

Dear Mr. Lick:

The 1979-81 biennium was a very active one. During this period of time, our services have changed drastically to include providing more services to multihandicapped children with vision problems. This is due to a growing need to provide services to these children as public school programs provide more services to visually impaired children within the normal ranges of intelligence.

The multiplicity and complexity of the children's needs calls for better teamwork and greater involvement on the part of specialists in education, medicine, therapy, and social work. I believe that during this past biennium, great strides were made at our school to provide these services. Our working relationship with the Medical Center Rehabilitation Hospital, the Family Practice Center, and the University of North Dakota have proved to be invaluable to us by providing many of the ancillary services necessary to serve the multihandicapped-visually impaired student.

One of our greatest accomplishments during this biennium is the accreditation received by the National Accreditation Council and the North Central Association of Elementary and Secondary Schools. This accreditation means that we are meeting acceptable standards for programs of residential schools as well as public school programs. This was done by a devoted staff concerned about good programming for children with special needs.

This report will show the strides forward and changes that have come about during the 1979-81 biennium. The report will also show a significant trend toward serving the more severely multihandicapped child with vision problems.

I want to sincerely thank you and your staff who have supported us in so many ways. Thanks should also be extended to our Legislative Assembly who continue to give us the financial support necessary to keep serving visually impaired children, and finally I want to express gratitude to a staff that really cares for the children they serve. Our students are very fortunate to have a staff that really cares for them and about them.

Respectfully submitted,

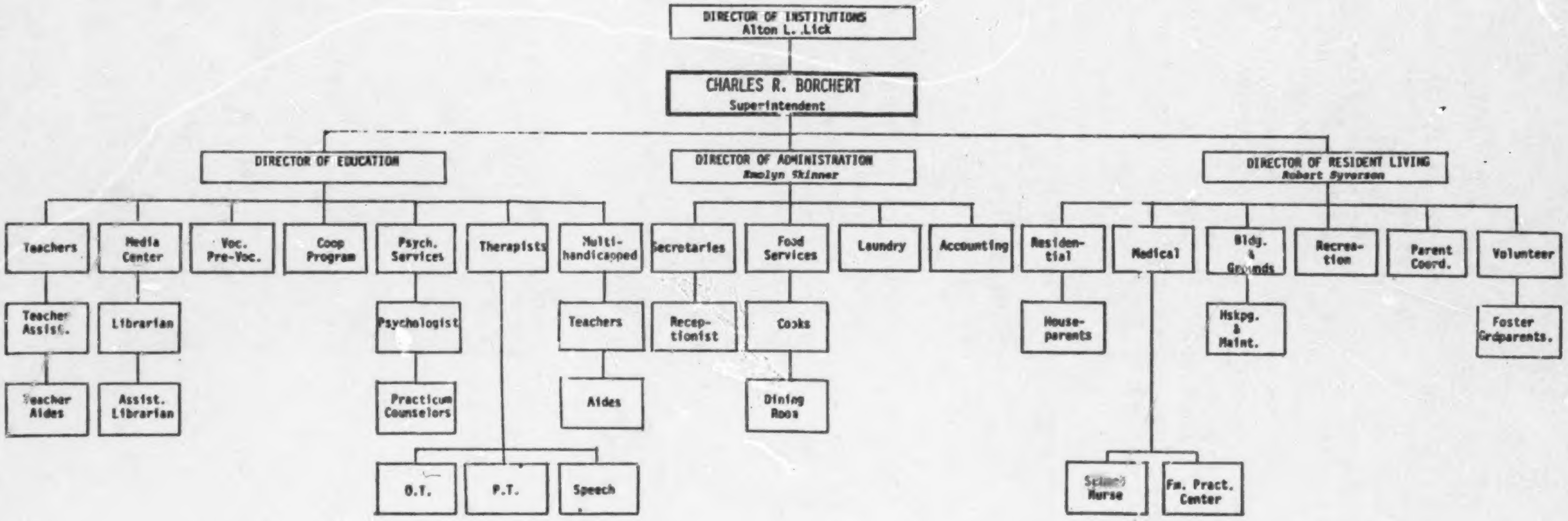
Charles R. Borchert

Charles R. Borchert
Superintendent

CRB:dkm

THE NORTH DAKOTA SCHOOL FOR THE BLIND

ORGANIZATION CHART



STATEMENT OF PHILOSOPHY

The North Dakota School for the Blind is a residential school for visually impaired and blind youngsters through age 22. Any child whose visual limitation is such that he can benefit from the educational experience at the school may do so at no cost. The school is under the direct supervision of the Director of Institutions and is financed by appropriations from the North Dakota Legislature, as mandated by the Century Code 25-06-04. Tuition, board, room, laundry, ordinary medical care and special education materials, aids and devices are provided without cost to the parents.

The primary purpose of the school is to give the North Dakota blind, partially seeing, and multiply handicapped-visually impaired child the broadest and fullest opportunity for acquiring educational skills and effective means of communication for developing character and personality traits essential for good citizenship. Certified teachers for teaching the visually handicapped children are employed in most all educational areas.

The educational program is based on six areas of training: DAILY LIVING SKILLS - feeding, dressing, grooming, etc.; SOCIAL SKILLS - self-control, courtesy group participation; MOTOR SKILLS - muscle coordination; LANGUAGE SKILLS - auditory, oral, articulation; EDUCATIONAL - elementary, secondary, multiply handicapped, vocational/prevocational, work experience training programs; and INDEPENDENT LIVING SKILLS - home living, orientation and mobility, mechanical skills.

BIENNIAL REPORT

CONSTITUTIONAL RESPONSIBILITIES AND FUNCTION OF THE SCHOOL

Chapter 25-06-01

There shall be maintained in Grand Forks, in Grand Forks County, an institution for the education of the blind which shall be known as the North Dakota School for the Blind.

Chapter 25-06-02

The school for the blind shall receive and educate blind and partially blind children who are residents of this state and who, because of this handicap are not able to receive their education in the public schools of this state.

Chapter 25-06-03

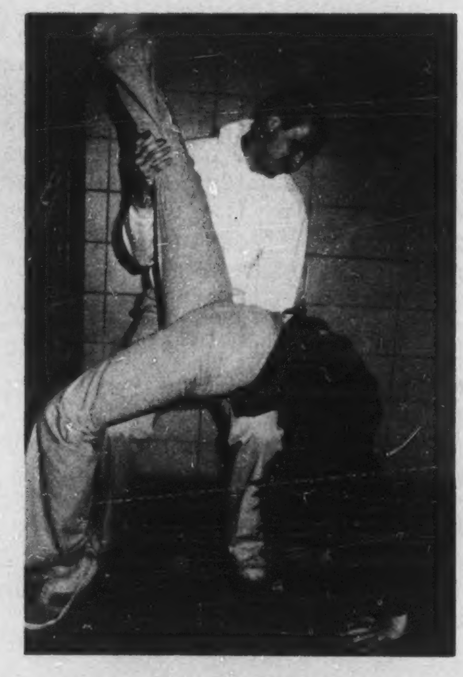
The Superintendent of the School for the Blind shall possess such qualifications, educational and otherwise, as in the opinion of the Director of Institutions, will fit him to instruct and minister to the needs of blind persons.

Chapter 25-06-04

Applicants for admission to the school for the blind must be blind or partially blind and unable to make suitable progress in the public schools of the state. The superintendent, with the approval of the director, may determine the age required for admission. The superintendent shall furnish application blanks upon request, and no such person shall be admitted to the institution until the application giving such information as the director may require has been returned to and approved by the superintendent of the school for the blind. An applicant admitted to the school for the blind shall be entitled to transportation as provided by rules and regulations of the department of public instruction. The rules and regulations of the department of public instruction shall have the force and effect of law on other state agencies and public school districts. The school district of which the applicant is a resident shall be reimbursed by the state special education fund for at least eighty percent of the costs incurred by it in providing transportation for the applicant. The reimbursement shall not be for more than six round trips home per year at a rate not to exceed that paid state officials. Each such applicant who is a resident of this state and who, because of his handicap, is unable to receive an education in the public schools, shall be entitled to receive an education in the school for the blind at the expense of the state.

Chapter 25-06-05

Blind children of suitable age who are not residents of this state shall be intitled to an education in the school for the blind upon payment in advance of the cost of such education as shall be determined by the Director of Institutions from time to time. Non-resident children, however, shall not be received to the exclusion of children who are residents of this state.



PROGRESS DURING THE 1979-81 BIENNIUM

The intent and purpose of our program continues to change as many of the visually impaired students enrolling in the program are severely multihandicapped. Nearly 70 percent of our population is severely multihandicapped. This trend, anticipated several years ago, had led us to reorganize our program by developing specialized programs for visually impaired, multihandicapped children.

In 1975, the Education for All Handicapped Children Act (Public Law 94-142) had additional impact on our student body mix. This new law required local school districts to provide an "appropriate" education to all handicapped youngsters. As a result, many of our brighter, more capable students were able to attend their local public schools.

As the diversity of our student population changes, the school offered more options to youngsters with different needs. Our program is broader and more varied which enables us to reach each child, whether gifted or severely multihandicapped.

Learning Concepts

The North Dakota School for the Blind, as a school, emphasizes the development of each student's intellectual functioning. For some of our students, this involves basic learning concepts about body parts and

three-dimensional space in preparation for more independent movement. For others, the preparation is on preparation for post secondary training through part-time classes at Central High School and Valley Junior High in Grand Forks. For some students, the learning objective is to improve the child's awareness of his environment; for others, the plan focuses on learning math and language skills. The academic program provides pre-school through high school curriculum.

Some students have expanded their reading abilities through use of the optacon and/or closed circuit television reading systems, which are examples of the impact of modern technology on education for the blind.

Deaf-Blind Program

The school continues its relationship with the Mountain Plains Regional Center for Deaf-Blind Children with the Superintendent serving on the Executive Committee of the Board of Directors. The funding from Title VIC funds has been used to provide direct services to deaf-blind children; however, in view of the eventual closing down of Regional Centers across the nation, these funds

are being transferred to the related services area for these children. The parents of deaf-blind children have an active organization, North Dakota Parents of Deaf-Blind Children, Incorporated, and actively support the deaf-blind classroom and program.

Visually Impaired-Multihandicapped Program

This program provides a variety of services to meet the unique needs of the multihandicapped-visually impaired student. This group of students continues to grow with reduced functioning levels. Many of our students in this area are nonverbal and, in some cases, nonambulatory. This classroom deals with visually impaired students who are also mentally retarded, emotionally disturbed, cerebral palsy, diabetic, physically handicapped, and hearing impaired. Many of our students have combinations of several of the handicaps mentioned above.

Pre-Vocational/Vocational Program

This area has become a vital part of our program dealing with activities of daily living and preparing for the world of work. Many of our students not capable of following an academic program toward a high school diploma are provided training in such areas learning

basic physical skills, including gross motor skills, fine motor skills, manipulative and organizational tasks. It is indicated that many of our students will not be capable of working in private industry but would be able to function efficiently in a sheltered workshop or day activity center.

Residential Program

Houseparents provide the needed care in non-school hours for those visually impaired students in residence. This includes all aspects of daily living as we try to prepare all students for graduation. We have a husband and wife who live with the students because we believe that the family concept is very important. The houseparents also assist all students with school assignments, so we try to establish consistancy between educational and dormitory

staff, emphasizing the team approach.

In addition to school assignments, the houseparents assist the students with their leisure time activities. These would include roller skating, swimming, bowling, field trips, and arts and crafts activities.

The dormitory program supervises students around the clock and tries to meet the needs of all students in residence. Our students provide us with many challenges and dormitory life becomes a real experience for most of our students.

Individualized Educational Programs (IEP's)

The Individualized Educational Program (IEP's) identifies the current level of functioning for each student and project goals and objectives for each child.

The I.E.P. is a joint effort of the student, his parents, his teacher, public school personnel and staff of the North Dakota School for the Blind. This group effort makes it possible to address more adequately the individualized learning needs of each child and to follow his progress throughout the school year. The entire staff at the North Dakota School for the Blind are geared to work closely with students and parents in developing the I.E.P. as well as its implementation.

Ancillary Services

For some students, many hours of therapeutic services are required to help them develop necessary physical skills. A contract arrangement with the Medical Center Rehabilitation Hospital's Child Evaluation and Treatment Program provides occupational therapy and physical therapy to those students who need help.

The Occupational Therapist helps students learn basic physical skills including those related to feeding, dressing, perceptual motor functioning, and manipulative and organizational tasks.

The Occupational and Physical Therapist services address a wide range of individual skills, especially the basic motor skills. The therapists also provide direct evaluations and treatment, consultation with and training of other staff through an ongoing in-service program.

The Communications Disorders Department of the University of North Dakota evaluates and treats all types of speech problems. Speech therapists from the University of North Dakota help students with articulation, language, and voice problems. This has been provided on a part-time arrangement with a University of North Dakota department head supervising the student therapists.

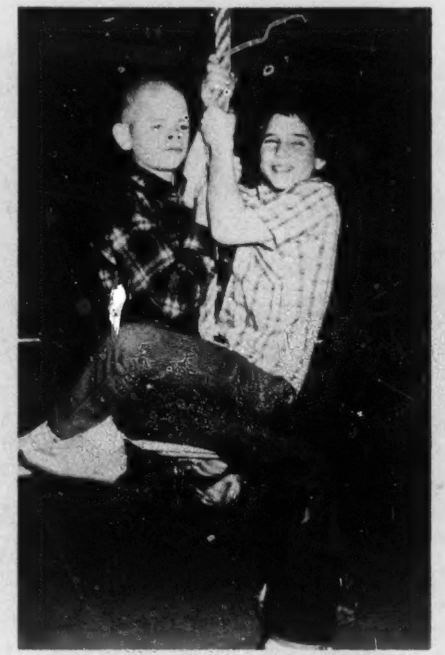
Music

Music has become a vital part of the program at the North Dakota School for the Blind. The development of the Pop Singers by the music instructor was the highlight of the year. This group made appearances throughout the state before many civic groups and public schools. The highlight was a trip to Boston, Massachusetts to sing

at the opening of the Association for the Education of the Visually Handicapped biennial conference. This trip was funded by Lions Clubs throughout the State of North Dakota.

Physical Education

A vital part of the school's program is its physical education program. A good part of a school day is taken up with some type of an exercise program. Gymnastics, goal ball, swimming, and field and track events are important to the visually impaired child's development.

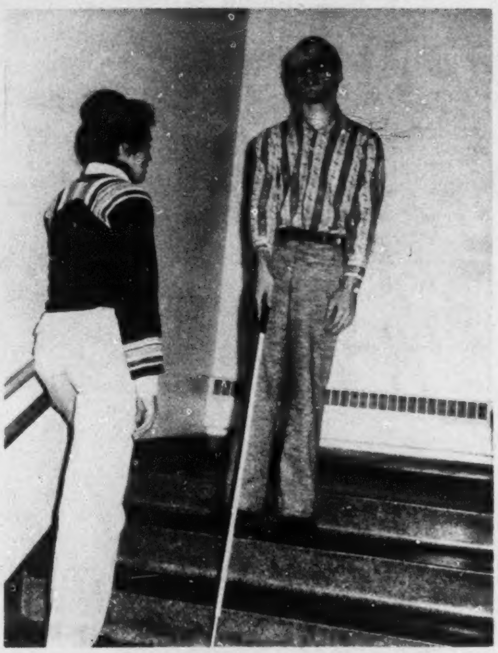


Several goal ball tournaments were attended by both girls and boys teams with the Minnesota and South Dakota Schools for the Visually Impaired.

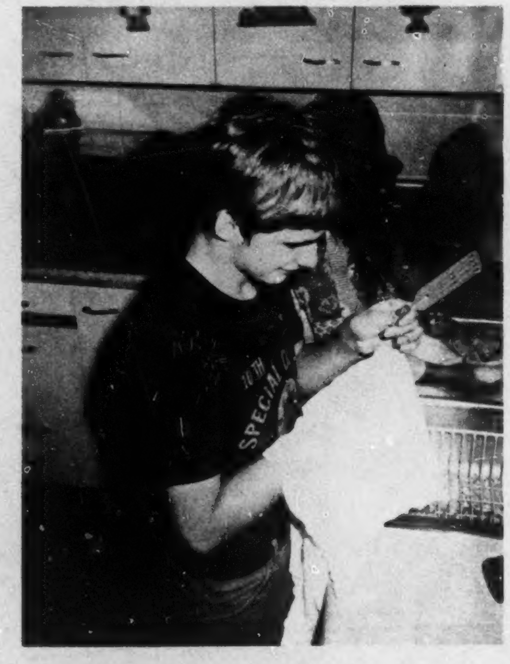
Orientation and Mobility

The school is now able to provide regular orientation and mobility to our students with a trained Orientation and Mobility Specialist.

Mobility instruction focusds on helping students travel independently. For some, this means more independent movement throughout the school and their homes. For many others, it means traveling in busy downtown areas using buses and planes, escalators, elevators, and revolving doors. Many students are able to accomplish these tasks by the use of their remaining vision. Others learn to rely cn other senses and the information provided through the long, white cane.



Daily Living Skills



Skills of daily living, like those of independent travel are performed at various levels of proficiency by different students. For some students, this is a major part of their daily programs, but even those that are academically able, students must learn to improve their daily living skills. Realizing the growing need for this program, a houseparent apartment in the dormitory was converted to a model apartment and used by several senior students during the year.

Health Services

We provide for all of the many medical problems of students at the North Dakota School for the Blind. A health center is located in the dormitory with a registered nurse providing health care services to all students. We continue to have a physician from the Family Practice Center at our school once per week providing the needed medical checkups, and this center is on 24-hour call in the case of emergency.

Volunteer Program

The North Dakota School for the Blind has a very active volunteer program where the volunteers have established their own organization with officers and a program committee. The Director of Resident Living acts as a staff advisor, and the volunteer organization sponsors many activities throughout the school year.

Accreditation

One of the highlights of the biennium was the full accreditation by the National Accreditation Council and North Central Association for Elementary and Secondary Schools. This came as a result of a full year of a self-study process by the total staff and its culmination by a visit from the accreditation teams that reviews the school and its programs. The school can be rightfully proud of the dual accreditation by two nationally recognized accreditation agencies.

Major Improvements

During the 1979-81 biennium the following improvements were made:

New intercommunication system
Direct fire alarm to fire department
Installation of sliding door in front entrance
Replaced worn-out plumbing in dormitory
Installed chair lift to second floor in dormitory
Provided new yard lights on school grounds
Installed carpeting in library and dormitory hallways

Conclusion

During the past biennium, considerable effort has gone into the further development of the total staff, reflecting the growing importance in appropriate programming for more severely handicapped students. More staff members have increasingly been involved in planning I.E.P.'s and in admission, staffing reviews, and dismissal decisions.

The school continues to provide consultation, liaison services, and materials to local education agencies through various staff members. A specially trained and educated staff provides direction, information and encouragement for doing things without vision or with very little vision. This is a common theme of all activities, but only one part of meeting the individual needs of each child.

The North Dakota School for the Blind believes that its greatest strength is its ability to focus the skills of the staff from many different professions on the needs of each student. The school's program promotes students' development in every dimension of their lives including intellectual abilities, physical skills, social and emotional functioning, health, vocational preparation, independent living skills and recreational pursuits.

NORTH DAKOTA SCHOOL FOR THE BLIND

Expenditure July 1, 1979 to June 30, 1981

	Expenditures	
Program 400 - Building and Special Projects	$139,252.31	
500 - Auxiliary Services	314,000.80	
600 - Administration	235,096.37	
700 - Resident Living	162,706.71	
800 - Education	604,745.82	
900 - Deaf-Blind	146,566.65	
Total Expenditures		$1,602,368.66
Salaries and Wages	$1,123,168.37	
Sub Total		$1,123,168.37
Fees and Services:		
Travel	$ 11,291.18	
Water-Sewage-Garbage	5,034.51	
Natural Gas	2,963.51	
Electricity	8,428.98	
Steam Heat	42,353.26	
Office Equipment Rental	6,441.76	
Postage	2,831.34	
Telephone	4,947.39	
Repair Equipment - Auto	1,020.49	
Repair Equipment - Other	3,292.90	
Service Contract	5,595.00	
Repair Building and Grounds	2,738.83	
Medical	8,710.45	
Audit	2,000.00	
Professional Fees not Classified	57,288.15	
Insurance	3,757.00	
Dues and Membership	1,861.28	
Laundry and Dry Cleaning	160.10	
Extermination Services	469.20	
Other Miscellaneous Fees	6,406.35	
Sub Total		$ 177,591.68
Data Processing	$ 149.96	
Sub Total		$ 149.96
Supplies and Materials:		
Office Supplies	$ 1,067.95	
Central Supply	2,541.51	

Printing	$ 2,196.99	
Books	5,745.35	
Periodicals - Subscriptions	807.98	
Educational Supplies	8,931.48	
Food Supplies	57,237.65	
Dry Goods	2,433.22	
Medicine and Drugs	638.31	
Other Medical Supplies	1,941.65	
Dishes	1,299.50	
Laundry Supplies	1,567.99	
Janitorial Supplies	2,074.05	
Seed, Shrubs, Fertilizer	502.09	
Hardware, Building Supplies	13,328.40	
Equipment Repair Parts	2,077.27	
Supplies not Classified	489.51	
Gasoline	8,524.16	
Sub Total		$ 113,405.06

Equipment:

School Equipment	$ 17,925.90	
Equipment under $100.00	4,511.91	
Furniture and Furnishings	7,015.35	
Motor Vehicles	13,325.00	
Machinery and Other Equipment	6,023.12	
Sub Total		$ 48,801.28

Major Improvements:

Repair Buildings and Grounds	$ 30,165.56	
Building Supplies	1,706.99	
Furniture and Furnishings	9,511.10	
Equipment	12,193.80	
Building Improvements	13,055.25	
Contractor Payments	72,432.21	
Publishing Fee	187.40	
Sub Total		$ 139.252.31
Total Expenditures		$1,602,368.66
Federal Money		$ 173,669.72
Institutional Collections		$ 191,126.65
General Fund		$1,247,554.58

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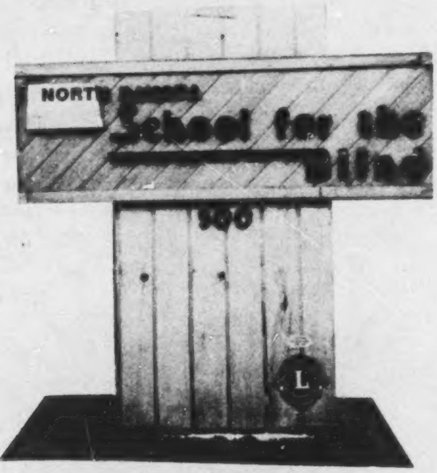
NORTH DAKOTA
School for the
Blind
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Director of Institutions
State Capitol
Bismarck, ND 58505

Gentlemen:

In compliance with the law and in accordance with the regulations of the Director of Institutions, the Forty-Fifth Biennial Report of the North Dakota School for the Deaf for the period beginning July 1, 1979, and ending June 30, 1981, is herewith submitted.

Respectfully yours,
JAMES R. RAINIER
Acting Superintendent

FUNCTION

STATUTORY AND/OR CONSTITUTIONAL RESPONSIBILITIES

The North Dakota School for the Deaf, established in 1890 by the North Dakota Constitution, Article 19, Section 215, and located in Devils Lake, is under the direction, control, and management of the Director of Institutions. The school is an educational institution supported by the state for the education of children whose hearing is so impaired they are unable to progress satisfactorily in the public schools. To be eligible for enrollment, the hearing impaired must be between the ages of 0 and 21, residents of North Dakota, and educable.

Board, room, laundry, tuition, books and supplies, and all related services are provided by the state. Parents are responsible for clothing, incidental expenses, dental care, and hospitalization.

Although the North Dakota School for the Deaf is supported by the state and is commonly known as an institution, it should not be confused with other types of institutions. It is a school using specialized methods of instruction. It is a combination of the public school, the home, and the church. The students usually attend nine months *(180 days)* per year, but may attend longer if required by their Individualized Education Program. Their vacation periods are the same as public schools, and they are home for approximately three months during the summer. Parents or guardians do not relinquish any of their rights by enrolling their children in the school.

The campus is located on the northwest edge of the City of Devils Lake on a tract of land embracing 51.26 acres. Its buildings, grounds, and equipment represent an investment of almost three million dollars.

ADMINISTRATION

Allen J. Hayek, M.S., M.A., superintendent of the North Dakota School for the Deaf for more than 12 years passed away in Rochester, Minnesota, on June 23, 1981, at age 60 after a lengthy battle with cancer. Survivors include his wife, Virginia; two sons, Dan and Dean; a daughter, Sally Beth; six grandchildren; his mother; a sister; and a brother.

Mr. Hayek came to the school as principal in August, 1963, and on March 1, 1969, succeeded the late Carl F. Smith as superintendent. Prior to coming to North Dakota, Mr. Hayek taught in the Cherokee, Iowa, public schools and the Oregon School for the Deaf in Salem. While serving as principal of the Idaho School for the Deaf in Gooding and teaching at the Idaho State College in Pocatello, he was selected to participate in the 1963 national Leadership Training Program in the Area of the Deaf, San Fernando Valley State College, Northridge, California.

During World War II, Mr. Hayek served with infantry in the European Theatre. He was decorated with a bronze service arrowhead, a Bronze Star, a Silver Star, and a Purple Heart with oak leaf cluster.

Many innovations in the educational program and numerous improvements in the physical plant were made during Mr. Hayek's administration.

In addition, he was an active member of the various professional organizations dedicated to the education of the deaf and also gave freely of his time and expertise to committees, groups, and organizations serving other handicapped persons. North Dakota residents in general and the hearing impaired in particular are indebted to him for his dedicated and faithful service.

During his administration, increasing emphasis was placed on teacher training, staff development, teaching of reading and language, career education, parental involvement, behavior management, social skills, and parent/infant services.

Major program innovations

...a series of summer institutes for parents of hearing impaired preschoolers
...reduction in enrollment age from 6 to 4
...establishment of a Reading Laboratory
...organization of Parent-Teacher-Counselor Association
...accreditation of the school by Conference of Executives of American Schools for the Deaf and the North Dakota Department of Public Instruction
...expanded library services for students, parents, professionals
...development of a media center
...expanded use of auditory training equipment
...modification of Vocational Education Program
  introduced career education *(exploration and prevocational training)*
  implemented cooperative program with Lake Area Vo-Tech Center
...initiated Home Intervention Program to extend services to preschoolers *(ages 0 to 4)* and their parents
...introduction of adaptive physical education program
...residential program improved with emphasis on behavior management, social skills, and language development
  houseparent positions upgraded to dormitory counselor positions
  introduction of dormitory language program
  introduction of independent living program
  expanded health care services
...established NDSD as resource center and demonstration site
  serving educational and medical professionals,
    teachers of hearing impaired in public schools,
    parents and public
  hosted Midwest Superintendents' Conference in October, 1980
  hosted Regional Captioned Films Depository Managers' meeting in March, 1981

Major facility improvements

...old coal-fired boiler replaced with gas/oil-fired boiler
...Old Main Building razed
...superintendent's residence constructed
...Resource Center constructed *(library and media center facilities, science laboratory, open classrooms for high school, and conference room)*
...essential facilities made accessible to physically handicapped
...construction of Residential Cottage authorized and begun
...construction of Activities Building including swimming pool authorized

NEW FUNCTIONS

During this biennium the North Dakota School for the Deaf developed three new services to provide better service to the student population. These include physical therapy services, audiology services, and the opening of an apartment house on campus for seniors to develop independent living skills.

MAJOR GOALS AND OBJECTIVES

The major goals of NDSD are to construct and maintain safe, functional, and attractive school and residential facilities for up to 100 hearing impaired students and to provide the best possible learning environment for them. Major objective factors are to provide each student with an educational program designed to develop the fullest potential, to provide each student the knowledge and skills needed to enter society as an independent and productive citizen, and to provide residential living facilities with a home-like environment and an opportunity for language development.

PROGRAMS AND ACTIVITIES

EDUCATION

Facing the challenge of educating the hearing impaired students of North Dakota for successful and productive lives, the North Dakota School for the Deaf has developed a comprehensive educational program to meet the needs of its student population. The program includes an academic department, an art department, a vocational education department, a physical education department, a special education department to meet the individual needs of students requiring special services, an audiology department, and an athletic department.

The educational program is a specialized program consisting of teachers with special training to teach deaf children, individualized programs for the students, use of the Fitzgerald Key as a method of teaching language, "Signing Exact English" as the official manual communication median, and a specific language outline for teachers and students.

The emphasis of the overall program is on the development of the four areas in which the handicap of deafness has its greatest education impact—speech skills, language skills, reading skills, and the use of residual hearing *(with auditory training equipment and hearing aids)*.

Main objectives of the educational program...

...provide each child with an individualized program to meet the needs of the child, which includes all related services used by the child to successfully complete the educational program

...develop the skills necessary to overcome the handicap of deafness and live a successful and productive life
  - the proper use of language skills *(written & spoken forms)*
  - development of communication techniques *(speech, speech reading, use of residual hearing, manual communication skills)*
  - development of reading ability *(knowledge & enjoyment)*

...provide each child with a curriculum consisting of language, math, reading, science, social studies, speech, vocational education, and physical education according to State Department of Instruction regulations

...develop acceptable behavior and social patterns

...provide the students the ability and desire to further their educational opportunities after completion of their program at the North Dakota School for the Deaf or provide the students the necessary skills to enter the world of work

...meet the requirements of P.L. 94-142 and Section 504 of the Rehabilitation Act of 1973

Major accomplishments of the education program...

...graduated 16 students *(12 passed the Gallaudet Entrance Exam)*, 12 entered college or technical school, 3 obtained employment, and 1 married, became homemaker

...mainstreamed nine students into the area vocational school

...mainstreamed five students into the local high school for accounting classes

...Jolleen Kramer took classes at the local junior college in place of vocational classes

...Phyllis Frelich, a NDSD graduate, became the first deaf person to receive a Tony Award on Broadway for her performance in "Children of a Lesser God" and also receive the North Dakota Rough Rider Award

...every child was given a complete audiological examination each year of the biennium

...the school served 11 children with the Parent-Infant Program

...upgraded the audiology program and served 50 students daily with amplification systems in the classroom

...faculty attended two classes *(46 hrs.)* on Teaching Language to Hearing Impaired Students presented by Minot State College, attended a two-day workshop on developing communication skills, and attended a week-long class on Teaching Reading to the Hearing Impaired presented by Gallaudet College

...faculty was provided with 20 hours of in-service training and the opportunity to participate in in-service training programs offered by the Teacher Center in Devils Lake

...the adaptive physical education program "Project Active" was evaluated and received the "Exemplary Replicator Award"

...the elementary and secondary programs at the North Dakota School for the Deaf were accredited by the North Dakota Department of Public Instruction

...the process of changing the carpentry program to an industrial arts program as requested by the State Vocational Education Department was started

...boys' and girls' teams were fielded in basketball and track
...eight students qualified for the "President's Award" on A.A.H.P.E.R. Physical Fitness Test
...Marla Wieland, a NDSD junior, attended the Hugh O'Brien Youth Leadership Training program
...Darrel Coyle, a 1979 graduate, participated in the Deaf World Olympics in Cologne, West Germany, and placed 5th in the high jump
...20 students were provided physical therapy services
...all students were screened for physical therapy services
...all students were evaluated by the "New York Posture Screening Test"
...the boys' track team won the Lake Region Conference Outdoor Track Meet and the Peace Garden Conference Outdoor Track Meet
...the older boys and girls participated in a weekend trip to the South Dakota School for the Deaf which included recreational and educational activities
...12 students participated in the Special Olympics at Grand Forks
...three students received the Governor's Student Art Award
...a painting by Bethany Sather, age 6, was selected to hang for one year in the J.F. Kennedy Center for the Performing Arts
...Russell Bragg, an eighth grade student, was the state winner from the Lake Region area in the 13th annual Keep North Dakota Clean poster contest

RESIDENTIAL

Realizing the importance of this program, the North Dakota School for the Deaf has developed a program that represents home and family and is a continuation of the educational program. The program includes the boys' and girls' dormitories, independent living apartments, health services, dormitory language project, and recreation.

The dormitory program is staffed with professionals with backgrounds in child development, education, social work, counseling, or manual communication skills. The health-care program is staffed by a Registered Nurse and three Licensed Practical Nurses. Medical care is provided under the direction of a local medical clinic.

The emphasis of the program is to develop the whole child for successful adulthood. The main areas of concern are social and emotional development, proper behavior patterns, independent living skills, good health habits, and a healthy mind and body.

The main objectives of the residential program are to provide each child

...a healthy, clean, cheerful living environment
...medical care
...guidance and counseling services
...a learning environment for independent living skills
...dormitory language programs to increase vocabulary and language skills
...learning opportunities in the areas of socialization, manners, grooming, responsibility, dependability, money management, and sex education
...knowledge of taking care of the body through good eating habits, personal hygiene, sleeping habits, and use of medical services

The major accomplishments in the residential program

...increased independent living skills program through use of the apartment house on campus to provide independent living quarters for the senior students *(The "Class of 1981" was the first senior class to use this facility.)*
...34 students passed the North Dakota Hunter Safety Course
...students were provided with a winter survival course
...staff members attended a CPR workshop, a two-day workshop on communication skills, had the opportunity to attend a week-long class on Teaching Reading to Hearing Impaired Students provided by Gallaudet College, 25 hours of in-service training provided by the administration, an educational trip to the Grafton State School, and in-service training by guest lecturers
...eight major social functions were provided to the students in addition to numerous parties in the dormitories
...recreational activities including camping trips, cookouts, swimming trips, intra-murals, shopping, and educational trips
...the "Dormitory Language Project" was presented at a National Symposium at the University of Nebraska in the spring of 1981 and was published in "The American Annals of the Deaf"
...the girls organized cheerleading and pom-pom groups under the supervision of the dormitory counselors and performed at the basketball games
...nursing care was increased to provide better services
...students were provided 48 different units in the Dormitory Language Project

BUSINESS ADMINISTRATION

The goal of business administration was to plan and develop, administer and account for within state statutes and regulations, the efficient management of the school's resources *(funds, auxiliary services staff, and physical plant)*.

Funds

The 1979-81 appropriation for Operating Expenses was sufficient to meet the needs of the school. Much of the credit goes to the staff and students who were most cooperative with the administration by conserving as much as practical.

The original 1979-81 appropriation for Major Improvements also was sufficient for the projects allowed in that line item. However, the $345,000 allowed in the 1979-81 Capital Construction Fund for a co-educational residential cottage was not sufficient. The school requested and received an additional $195,337 in SB 2021 passed by the 1981 Legislative Assembly. *(The entire $195,337 is being carried forward to the 1981-83 biennium to complete the cottage.)*

Staff

More emphasis was placed on personnel management.

In-service training was provided for all staff members. Major activities

...NDSD developed and hosted two workshops for high-pressure boiler operators from all institutions under the Director of Institutions
...food service staff attended the North Dakota School Food Service Association annual conference and observed food service program at the State Industrial School
...department heads participated in the program "Employee and Labor Relations for the First-Line Supervisor" presented by the American Society for Personnel Administration

The NDSD Personnel Policies manuals were revised and made more comprehensive. Copies were issued to department heads with provisions for regular updating.

Annual staff performance appraisal procedures were improved. Separate, more appropriate forms were developed for faculty, dormitory counselors, other staff, and supervisory personnel.

A salary administration plan was developed to insure a more equitable placement of each employee on the salary range established for that classification by the Central Personnel Division. The plan considers qualifications and experience, tenure with the School for the Deaf and with the state, merit *(based on performance appraisals)*, working conditions, and internal relationships.

The staff has been appreciative of improvements in salaries which the legislature made possible during the biennium.

Land

Throughout the years, various parcels of land owned by the school have been sold to the State Highway Department and to the Devils Lake Public School District.

During the 1979-81 biennium, the remaining land owned by the school was surveyed by a registered land surveyor, legal descriptions were written, the numerous abstracts of title were continued, and opinions of title were secured from a local attorney-at-law.

AUXILIARY SERVICES *(Engineering, Food Service, Housekeeping & Janitorial, and Maintenance)*

Accepting the responsibility of providing the students at NDSD a balanced diet, and a safe, functional, and attractive school and residential facilities, the auxiliary services has attempted to meet these responsibilities with the needs of each student in mind.

Main objectives of auxiliary services attained include

...providing at a reasonable cost safe, wholesome, nutritious meals for the students in a home-like atmosphere
...keeping all facilities clean, sanitary, and attractive
...keeping the students' personal clothing and the school's linens sanitary, clean, and in repair

- ...providing heat and hot water to physical plant
- ...maintaining building and grounds in a safe, functional, and attractive state

Improvements to Buildings & Grounds

- ...standby generator
- ...improved fire protection
- ...smokestack repairs
- ...improved accessibility for the handicapped *(chairlifts, ramps, bathrooms)*
- ...replacement of bathtubs in girls' dormitory
- ...special assessments *(14th Street paving, watermain extension, storm sewer)*

Noteworthy Improvements Completed by the School Maintenance Crew

- ...remodeled basement rooms in school building into an audiology suite
- ...remodeled bathroom in vocational building for handicapped
- ...remodeled bathrooms in apartment house used for independent living
- ...replaced steps and sidewalks to apartment house
- ...painted interior and exterior of apartment house

IDENTIFICATION OF TRENDS

A dire need exists for the North Dakota School for the Deaf to develop and function as a state-wide resource center providing a wide range of services to hearing impaired children, parents, community members and professionals through curriculum and materials development, in-service training, parent education, public information, learning vacation for families with deaf children, and so forth. It also should have child study/assessment services and serve as a demonstration school, learning resource center, and community/continuing education center.

PROBLEMS AND FUTURE DIRECTIONS

11-MONTH SCHOOL TERM

A longer school term is especially desirable for deaf children. Results of extensive testing show that most children regress during the three-month summer vacation, and deaf children regress more due to communication problems. They are not stimulated by peer and parental influences. Because of the communication problem, many parents cannot "talk" with the deaf children and the children become bored during the long summer vacation.

With an 11-month school term, more long weekends at home could be scheduled, students would get home often, and home ties would be strengthened.

Deaf children lag about two years behind hearing children and need additional learning opportunities. With more knowledge to learn than ever before, a nine-month term is not long enough to cover the expanded curriculum. The present nine-month term actually was based on an agricultural economy when the children were needed at home to help with the crops. Now only a small percentage of students live on farms.

An 11-month school term would help the school attract and keep better qualified dormitory counselors and auxiliary personnel. Nine-month employment is not adequate for 12-month living. An 11-month term also would better utilize the facilities and equipment at the school with very limited additional costs. The plant now stands idle during the summer months.

POSITIONS NEEDED

Counseling Program

Section 84-34 *(c)* of the Regulations under Section 504 of the Rehabilitation Act requires that schools such as NDSD employ a certified counselor. The person in this position could function also as a dean of students.

Supervisor for Language Program

This position would provide a supervising teacher to work with the faculty and dormitory counselors to coordinate the language program. This would greatly improve the language program. Language is the biggest problem for the hearing impaired and requires specific methods and techniques.

RECOMMENDED PLANT IMPROVEMENTS

...construction of a preschool dormitory and infirmary
...replacing of roof on the administration building
...replacing shingles on the education building
...replacing windows in the administration and dormitory building
...replacing tunnels from vocational building to the power house
...continuing campus road improvements
...remodeling school and trades buildings
...providing staff dining facilities
...remodeling old infirmary for independent living dormitory
for senior girls

PROGRAM INVENTORY AND COST ANALYSIS SUMMARY

COST SUMMARY BY PROGRAMS

Major Projects	$232,000	
Auxiliary Services	776,052	
Administration	252,646	
Resident Living	413,225	
Education	986,736	
1979-81 COSTS		$2,660,659

COST SUMMARY BY OBJECT

SALARIES & WAGES		
Salaries & Wages	$1,689,612	
Fringe Benefits	300,475	
		$1,990,087
FEES & SERVICES		
Travel	$ 10,993	
Water, Sewage, & Garbage	5,390	
Natural Gas	74,239	
Electricity	15,716	
Office Equipment Rental	2,082	
Postage & P.O. Box Rental	3,425	
Telephone & Telegraph	8,907	
Repair of Autos	470	
Repair of Other Equipment	6,408	
Service Contracts	18,162	
Repair Buildings & Grounds	14,514	
Medical Services	5,862	
Audit Fees	1,880	
Management & Consultant Services	658	
Professional Fees Not Classified	3,960	
Property Insurance	5,864	
Liability Insurance	2,128	
Radio, TV, & Newspaper Fees	120	
Dues & Memberships	1,943	
Extermination Services	832	
Other Miscellaneous Fees	3,112	
		$ 186,665
SUPPLIES & MATERIALS		
Office Supplies	$ 1,729	
Books	2,089	
Periodicals & Subscriptions	1,530	
Educational Supplies	27,229	
Food Supplies	70,329	
Drygoods	1,872	
Medicine & Drugs	702	
Dishes	686	
Laundry Supplies	439	
Janitorial Supplies	2,986	
Hardware & Building Supplies	10,273	
Paint	2,264	
Plumbing	1,680	
Electrical	792	
Equipment Repair Parts	4,368	
Heating	6,454	
Supplies Not Classified	12,283	
Fuel & Oil	6,657	
		$ 154,362
EQUIPMENT		
School Equipment	$ 55,150	
Office Machines	12,932	
Furniture & Furnishings	2,611	
Machinery & Other Equipment	26,852	
		$ 97,545

MAJOR PROJECTS			
Resource Center	$ 2,140		
Bathtubs	11,560		
Fire Protection	20,746		
Repair Smokestack	3,600		
Generator	43,768		
Street Improvements/Paving	11,353		
Storm Sewer	57,229		
Water Main Extension	39,232		
Accessibility Project	42,372		
		$ 232,000	
1979-81 COSTS			$2,660,659

SUMMARY OF FUNDING

GENERAL FUND		$2,232,145		
INTEREST & INCOME		210,800		
FEDERAL FUNDS				
Education Handicapped Act	$ 27,922			
Elementary & Secondary Ed. Act	106,242			
Library Services & Construction Act	7,500			
National School Lunch Program	12,460			
Vocational Education Act	51,208			
Total Federal Funds		205,332		
INSTITUTIONAL COLLECTIONS		16,648		
1979-81 Total Revenue			$2,664,925	
CASH BALANCE JULY 30, 1981			4,266	
1979-81 FUNDING				$2,660,659

RESOURCES AVAILABLE

THE BANNER is published by the North Dakota School for the Deaf each month of the school year. Copies are furnished to various state departments, agencies, and professionals. Subscriptions are available to others.

The School for the Deaf makes available to parents, professionals, and other interested persons over 11,000 library books of all classifications; 400 professional books dealing with numerous topics concerning deafness; and filmstrips, films, cassettes, and video tapes dealing with various areas of deafness.

By arrangement, a 20-minute slide program and speakers are available for clubs, organizations and civic groups.

Books and cassettes are available for use in learning the sign language. Staff members are available to teach the sign language course on campus, at the Lake Region Community College, or other centers around the state.

NORTH DAKOTA STATE PENITENTIARY
AND
ROUGH RIDER INDUSTRIES

BIENNIAL REPORT

July 1, 1979 to June 30, 1981

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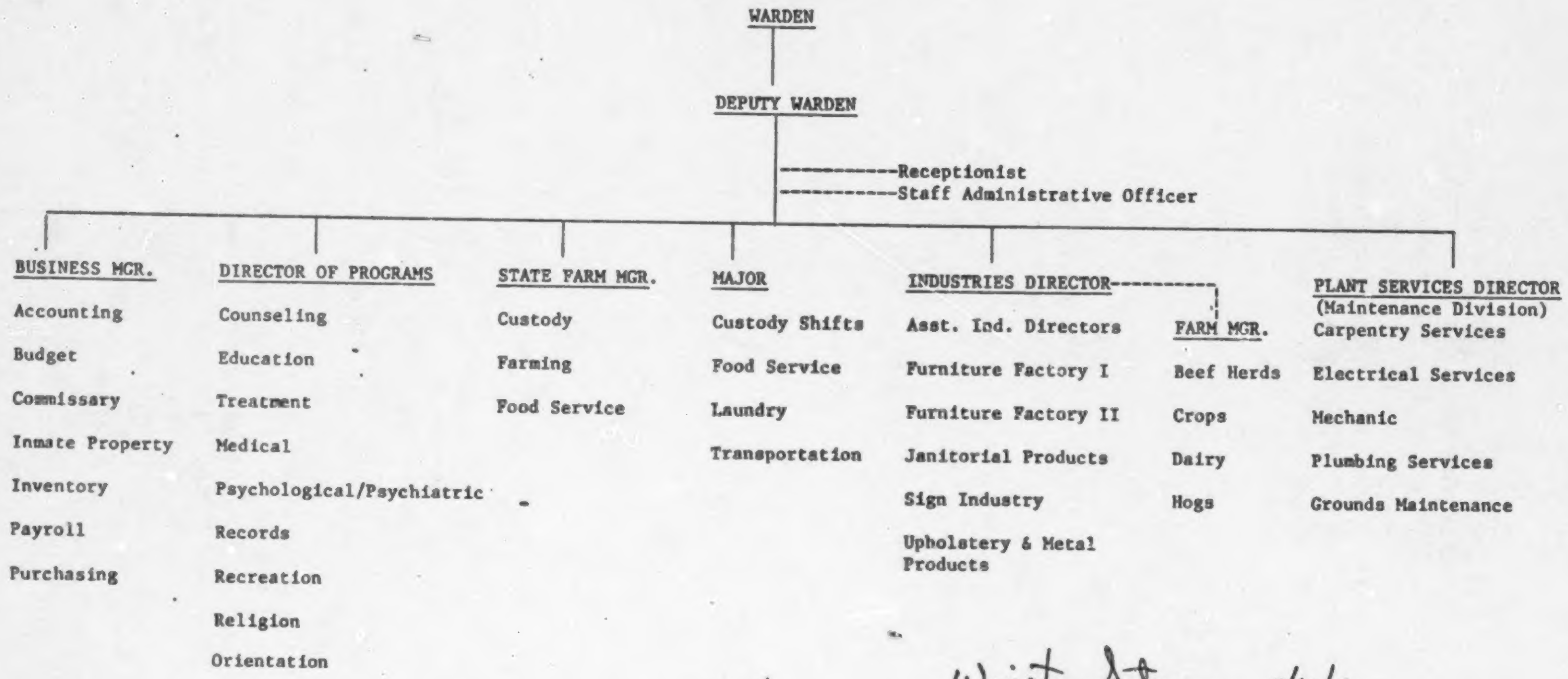
NORTH DAKOTA STATE PENITENTIARY

ORGANIZATION CHART



WARDEN

DEPUTY WARDEN

- Receptionist
- Staff Administrative Officer

BUSINESS MGR.
- Accounting
- Budget
- Commissary
- Inmate Property
- Inventory
- Payroll
- Purchasing

DIRECTOR OF PROGRAMS
- Counseling
- Education
- Treatment
- Medical
- Psychological/Psychiatric
- Records
- Recreation
- Religion
- Orientation

STATE FARM MGR.
- Custody
- Farming
- Food Service

MAJOR
- Custody Shifts
- Food Service
- Laundry
- Transportation

INDUSTRIES DIRECTOR
- Asst. Ind. Directors
- Furniture Factory I
- Furniture Factory II
- Janitorial Products
- Sign Industry
- Upholstery & Metal Products

FARM MGR.
- Beef Herds
- Crops
- Dairy
- Hogs

PLANT SERVICES DIRECTOR
(Maintenance Division)
- Carpentry Services
- Electrical Services
- Mechanic
- Plumbing Services
- Grounds Maintenance

Winston Satran 11/16/81
WARDEN DATE

11-17-81
DIRECTOR OF INSTITUTIONS DATE

STATE OF NORTH DAKOTA
North Dakota State Penitentiary
Bismarck, North Dakota

STATUTORY RESPONSIBILITIES AND FUNCTION

The North Dakota State Penitentiary exists in direct compliance with North Dakota Century Code statute 12-47-01 which mandates, "The Penitentiary located at the city of Bismarck in the county of Burleigh shall be the general penitentiary and prison of this state for the punishment and reformation of offenders against the laws of this state in which all offenders who are sentenced to imprisonment therein shall be confined securely and employed and governed in the manner provided by law".

Other statutes detailing responsibilities and functions of the institution are 12-47-02 through 12-49-08.

The State Farm, which is also under the administration of the Penitentiary, is provided for by statute 12-51-01 which mandates, "There is established a correctional institution for male violators of the law, to be known as the North Dakota State Farm".

Other statutes regarding the State Farm, its functions, and purpose are from 12-51-02 through 12-51-11 in the North Dakota Century Code.

MAJOR GOALS AND OBJECTIVES OF THE INSTITUTION

The North Dakota State Penitentiary's goals are to maintain a safe, healthy environment in which an inmate may apply himself to the task of rehabilitation. This is accomplished by maintaining proper custody, modern day work programs, academic and vocational education, and treatment programs which effect a change in the inmate's behavior.

The North Dakota State Penitentiary's objectives are to maintain a self-sufficient industry program, to meet safety and sanitation standards, to expose all inmates to treatment and educational programs, to employ all employable inmates, and to develop a professional and trained staff.

PROGRAMS AND OPERATIONS DESIGNED TO MEET THESE GOALS AND OBJECTIVES

The North Dakota State Penitentiary is divided into six areas of responsibility in order to meet the needs of the inmate population. These areas are as follows: (1) The Department of Business Administration maintains the financial records, assists each department in preparation of the budget, and works in an advisory capacity in maintaining financial expenditures. (2) The Programs Department is designed to deliver treatment, religious, recreation, medical, and education programs to the inmates. (3) The Maintenance Department is maintained to provide proper maintenance to the facility and utilities. A secondary role for the Maintenance Department is to provide training areas for inmates who are interested in developing maintenance skills. (4) The Industries and Agriculture Department consists of work programs that will satisfy the requirements of modern day industries and agriculture which will provide an employment background for inmates who are leaving the Penitentiary and State Farm. (5) The Security Department's responsibilities are to provide safety for the inmate population, maintain custody which provides protection for the citizens of North Dakota, and to act as a first-line answer to inmate problems. (6) The State Farm is responsible for incarcerating inmates who have been sentenced on misdemeanant charges who serve one year or less. The State Farm is under the administration of the Penitentiary and is supported by all of the departments at the Penitentiary.

SUMMARY OF ACCOMPLISHMENTS, RESULTS, AND CHANGES IN ACTIVITIES

This past biennium, the statewide corrections plan and the State Penitentiary master plan were completed and presented to the Legislature. The Legislature appropriated $10,600,000 to the State Penitentiary to begin a rennovation project which commenced at the conclusion of the 1981 Legislative session. Phase I of the rennovation included building a new industrial complex which would house janitorial products, metal products, upholstered products, a new industry area, and a vocational training classroom. It also included expansion of the present furniture industry and rennovation of the present sign industry building. A new power plant and maintenance building is to be built outside of the security area and the present power plant is to be demolished to make more available yard space. A new honor dormitory is to be constructed outside of the maximum security area and is to be used to house 60 inmates with a minimum security classification. The present honor dormitory area will be rennovated and a housing and living unit will be developed for women inmates. In the maximum security area, rennovation will take place where a new laundry will be placed in the present janitorial products building. This area will also house a new shower facility for the cell houses. Additional recreation space will be built onto the present education and recreation building, and additional visiting space will be added to the Penitentiary administration building. The demolition of a number of exterior buildings which formerly were used for the housing of livestock took place during the summer of 1981.

Inmates were able to, for the first time in history, participate in a full-time college academic program that was provided with Bismarck Junior College in which inmates were able to attain an Associate of Arts degree. The Programs Department also developed a vocational training program in cooperation with the State School of Science in Wahpeton. This program enabled inmates to participate in mechanics, welding, and carpentry classes by the use of mobile labs brought inside the walls of the Penitentiary. Other improvements in the Programs Department included the initiation of a peer counselor training program and the development of crisis intervention teams among the inmate population. The Programs Department initiated a full range of treatment programs which deal with alcohol and drug addiction, sex offenses, depression, and adjustment problems within the Penitentiary. One of the most useful and long-awaited programs developed at the Penitentiary is the orientation program for new inmates. This program involves the orientation of new arrivals and acquaints them with the routine of the institution and the programs that are available.

Rough Rider Industries experienced the most fruitful biennium in total business conducted. This was accomplished through the addition of the industries offices and warehouse complex located outside of the security perimeter of the Penitentiary. The agriculture segment of Rough Rider

Industries diversified their production by engaging in a hog operation.

IDENTIFICATION OF TRENDS IN DIRECTION FOR THE AGENCY

The most significant trend the Penitentiary and State Farm has witnessed this past biennium is the continued increase in population of both institutions. The total population has averaged 310 inmates this past year. This is the highest combined population since 1960. North Dakota experienced the largest increase in total prisoner population of any state in the United States during the year 1980. If this increase continues, a need for additional beds will be a reality before the conclusion of the 1980 decade. The Penitentiary has committed themselves to the acceptance of the American Correctional Association standards and began the process of complying with these standards in conjunction with the rennovation of the Penitentiary.

PROBLEMS IN FUTURE DIRECTIONS

For the past two years, the State Farm has experienced an average commitment of 55 to 60 prisoners. The State Farm's bed capacity is 44 inmates. The problem of over-commitment at the State Farm has caused a concern for the Penitentiary and State Farm administration in that we are unable to comply with the orders initiated by the State courts.

The Penitentiary's rennovation program points out a need for a facilities replacement program that will be addressed each biennium which will keep the State Farm and the State Penitentiary current with modern day standards.

Winston E. Satran
Winston E. Satran
Warden

PROGRAMS DEPARTMENT

COUNSELING PROGRAM ACTIVITIES

Note: Due to the high prevalence of alcoholism and other drug dependence among inmates in the prison population, all counseling functions focus totally or partially on the significance and nature of addictive illness and the problems it causes.

GROUP THERAPY PROGRAM

Addiction Counseling Groups

For the past several years, the Programs Department has provided a counseling program for those inmates and their families suffering from the effects of addictive illness. Currently available are three groups whose primary function is to provide treatment to the alcoholic or other drug abuser. The groups are designed to explore the problems of inmates who have an addictive illness to help them to gain insight into how their behavior and attitude effects them and others. Also explored is how alcoholism and other drug abuse effects the individual, his family, work, and social environments. (3 groups available)

Depression/Addiction Group

This group was developed in July, 1980, to provide counseling for inmates who experience the dual problems of situational depression and an established addictive illness. The group explores the problems of inmates who have a history of chronic depression and those who have engaged in suicidal gestures or attempts in the past or while incarcerated. The group is also designed to explore the problems of inmates who have an addictive illness to help them to gain insight into how their behavior and attitude effects others. Explored is how alcoholism or other drug abuse effects the individual, his family, work, and social environments. (1 group available)

State Farm Addiction Group

This group was reactivated in January, 1981, and is directed primarily to meet the needs of youthful, first-time offenders and focuses on problems related to the use of alcohol and other mood-altering drugs. The group experience is designed to promote trust and facilitate development of relationships based on honest and open communication. The nature of family, interpersonal and personal relationships are discussed with an emphasis on the affect that chemical usage plays in these relationships. (1 group available)

Women's Group

This group was formed in May, 1981, to attempt to deal with the concerns of women incarcerated in a predominately male penitentiary environment. The group also attempts to explore the problems female inmates experience in living in close proximity to one another and issues related to living skills, sexuality, femininity, and the attitude and behavior that lead up to their incarceration. (1 group available)

Number of inmates that have attended the groups during this biennium	121
Number of inmates displaying improved behavior and attitude through attendance	82
Number of inmates that have dropped out or were released prior to completion	54
Number of inmates that have completed treatment	33
Number of inmates that have been released following completion of treatment	31
Number of inmates that have completed treatment and then returned to incarceration following release	0

SEX OFFENDERS PROGRAM

The sex offender program became functional in August, 1979, to provide a means of treating the incarcerated sex offender. The program offers an environment in which to explore the deeply engrained and pervasive patterns of behavior and maladjustment prevalent in those who become involved in acts of gross sexual imposition directed toward another person. The program offers treatment not only for those inmates sentenced through the courts, but also for those sentenced for other reasons that decide to come forward to explore problems related to their sexuality or undetected acts of sexual misconduct. (2 groups available)

Number of inmates that have attended the program during this biennium	35
Number of inmates displaying improved behavior and attitude through attendance	20
Number of inmates that have dropped out or were released prior to completion	15
Number of inmates that have completed treatment	7
Number of inmates that have been released following completion of treatment	7
Number of inmates that have completed treatment and then returned to incarceration following release	1

CRISIS INTERVENTION TEAM PROGRAM

This team was originated in October, 1980, to provide a means of intervening upon inmates who are displaying acute symptoms of depression and/or suicidal ideation. The crisis intervention team is made up of approximately 20 inmates that receive ongoing training designed to teach them to effectively deal with these acute crisis situations. The team members are called upon in pairs to provide 24 hour monitoring of the inmate in crisis, and then report significant findings to treatment staff members so that follow-up counseling can be more effectively provided. The team also provides service in the area of crisis prevention by voluntarily escorting hospitalized and psychiatric ward patients to recreational areas so that these patients may be relieved of the stress they experience due to living in a highly controlled environment.

Number of inmates that have been intervened	40
Number of inmates that were determined to be at a high risk suicide level at time of intervention	22

Number of inmates displaying improved behavior and outlook as a result of intervention activities	35
Number of repeated suicidal gestures or attempts following initial intervention	6
Number of suicides completed	0

FAMILY THERAPY SESSIONS AND WORKSHOPS

Family therapy sessions are conducted on a regular, randomly scheduled basis and structured family therapy workshops are scheduled bi-monthly. The sessions are designed to afford family members the opportunity to help inmates to develop a new way of life and to come to understand how their troublesome behavior and attitude effects others. During the sessions and workshops, family members are encouraged to discuss both the positive and negative behaviors they have experienced in their relationship with the inmate.

Number of family members that have participated in counseling programs during this biennium	110
Number of inmates that have participated with family members in counseling programs	44
Number of inmates that have been released following completion of a family counseling program	17
Number of inmates that have completed a family counseling program and then returned to incarceration following release	1

SEMINAR, WORKSHOP, AND SUPPORT ACTIVITIES

Since July, 1979, a series of workshops, seminars, and support activities have been conducted on an ongoing basis. A variety of topics are presented to increase the inmate's self-awareness and aid in the development of general living skills. The sessions are open to all members of the inmate population.

Human Sexuality Workshop is designed to provide inmates with a knowledge of sexuality and how they relate to others in sexual relationships. The course includes frank discussions of healthy and unhealthy sexual behavior and attitudes and attempts to dispel common misconceptions about sexual conduct. Participants are encouraged to actively participate by sharing their own fears and concerns related to sexuality.

Public Speaking Workshop provides inmates with the opportunity to gain confidence and improve their ability to express thoughts, ideas, and opinions. The sessions are designed to give members the opportunity to practice speaking spontaneously and effectively in stressful situations. Prepared talks provide experience in organizing and presenting effective and informative speeches.

Positive Assertiveness Workshop helps inmates to understand the difference between non-assertive, aggressive, and assertive behaviors and how adoption of the latter can bring about more positive and rewarding results. Explored are childhood conditions and experiences that result in unhealthy decisions and lead to troublesome patterns of behavior in adult life. A significant focus is on self-development as a requirement for healthy and effective functioning.

Living Skills Seminars are conducted to present a variety of life experiences to broaden the inmate's outlook and bring about more effective levels of functioning. Included are such topics as relaxation exercises, personal hygiene, weight control and dieting, job interviews, resume preparation, and the development of work and recreational skills.

Alcoholics Anonymous 4th and 5th Step Preparation Workshop is designed to aid the inmate A.A. member in preparing an honest and meaningful 4th step inventory and to provide encouragement for the inmate to share his assets and defects of character in a forthright manner in completing the 5th step of the A.A. program. The workshop provides material related to the endeavor and assists members with identifying appropriate areas of their life to be included in this undertaking. As a result of participation in this group, arrangements are made with the Chaplain to complete these essential steps.

Alcoholics Anonymous - Grove City Group

A.A. meetings are conducted by members but supported by an institutional sponsor and sponsors from local communities. This group was recently restructured by institutional policy to promote more effective utilization of time spent in meetings as well as to attract outside A.A. support. The new Step Group formed in January, 1981, provides a more structured program to (1) gain knowledge of the workings of the Alcoholics Anonymous program; particularly the 12 steps, and (2) enable a screening process directed toward disruptive elements within the voluntary meetings. This meeting is aided in its endeavor by the availability of appropriate literature which is purchased by the Step Group member. Members are awarded Certificates of Completion and are encouraged to maintain sponsorship roles for introducing new members into this group.

Alcoholics Anonymous - Women's Group

This group was formed in July, 1981, to meet the needs of the female population who express problems with alcohol and other drugs. The group allows participation in the program, free from the diversion which occurs from mixing male and female inmates. The group follows the 12 Steps and discussions surrounding them and other principles of A.A. and is conducted by a female staff person who has knowledge of the A.A. program.

Trauma Resolution Group

This group has been conducted on a once monthly basis since June, 1981. The sessions, conducted by the Penitentiary's consulting psychologist, are designed to explore unresolved conflicts of childhood and other unresolved stress-producing experiences the inmate may have encountered. These traumatic experiences, once resolved through therapy, can bring about significant developmental and decision-making changes that are essentially positive in nature.

Preparation for Release Group

In February, 1981, a group was formed as an attempt to help prepare inmates for release from incarceration. Discussed in this setting are issues related to employment, personal adjustment, family relationships, dealing with stressful situations and peer pressure, alcohol and other drug abuse, and the importance of healthy support systems. This activity is limited to inmates with 4 months or less to serve.

INDIVIDUAL COUNSELING PROGRAM

Individual counseling is available to all inmates residing at the Penitentiary and State Farm. Inmates are seen to discuss personal problems, for assessment of counseling needs or current adjustment to the Penitentiary setting, and to offer support or confrontation in response to behavior and attitude demonstrated. During this biennium, approximately two-thirds of the general inmate population have availed themselves to this service.

STAFF DEVELOPMENT AND TRAINING PROGRAM

During the past year, an ongoing series of lectures, seminars, and classroom courses have been presented by the Programs Department and are open to attendance by all Penitentiary staff. The series includes such topics as: The Dynamics of Addiction, Professional Relationships and Ethics, The Techniques of Crisis Intervention and Management, Dealing with Stress, Tension and Anxiety, and Techniques of Individual and Group Counseling.

COUNSELOR TRAINING AND EDUCATIONAL PROGRAMS

The Programs Department of the North Dakota State Penitentiary conducts ongoing counselor training programs designed to upgrade the effectiveness and quality of services provided by its staff and contract employees. The training is designed to provide participants with a thorough knowledge of the treatment and dynamics of addictive illness, techniques of individual, couples, family, and group therapy, methods of crisis intervention and management, and approaches to treatment of the sexual offender.

Educational Practicums are provided to interested staff members from outside social service agencies and to students enrolled in a college or university. The practicums range from one week to three months in length and include participation in staff training, caseload assignments, case studies, and participation in individual, couples, family, and group counseling dealing with the problems of addictive illness, sexual offenses, and the treatment of depression and suicidal ideation.

In January, 1981, a special counselor training program was initiated to offer selected inmates the opportunity to further their development and offer support to fellow inmates and group members. Participation in this peer counseling program is dependent upon the inmate's demonstrated willingness to conduct himself in an adult and responsible manner at all times, to divorce himself from any and all activity involving the drug culture and any abuse of alcohol or other mood-altering drugs. A basic requirement for participation in the program is that the inmate will have participated in a program of family therapy and will have completed at least 12 months of active personal growth counseling.

OUTSIDE AGENCY COOPERATIVE EXCHANGE PROGRAM

The Programs Department occasionally joins agencies such as the Rape Victim Advocacy Program, Social and Rehabilitation Service Center, or the Abused Women's Resource Closet to conduct joint training or educational seminars designed to inform the public about current trends in the problems of addictive illness, sexual offenses, abusive and aggressive behavior and disrupted family relationships.

ORIENTATION PROGRAM

A full-time employee was designated in 1980 to manage a new inmate orientation program designed to completely orientate the new inmate as to institutional rules and procedures, medical policies, normal Penitentiary routine, and all other information necessary for him to successfully complete his incarceration. The Warden and other institutional managers and employees are assigned to address the inmates concerning their stay here, the needs they have, and what is provided for them to meet those needs. A Classification Committee meets with individuals to determine what rehabilitative measures are indicated, assess job skills, and provide for employment. Inmates are enrolled in Adult Basic Education courses if they are willing to pursue their education, or, college courses if eligible. Any inmates with legal problems are counseled and appropriate action is determined. A complete background history is obtained and studied for information which will help to prescribe a rehabilitative program for the individual. An inmate peer counselor meets with the new inmate to advise him about prison life and how to best adapt to prison regimen. The seven-day orientation program has proven to be very beneficial to the new arrival in terms of providing time for him to become accustomed to being incarcerated and adjusting to unfamiliar routines and people.

RELIGIOUS ACTIVITIES

We have two part-time chaplains at the institution who schedule and supervise the various religious functions such as Bible study groups, church services, and special religious programs. There has been a general increase in the interest and attendance at religious and spiritual functions over the past several years.

SPECIAL PROGRAMS

Over the past few years, the Friends Program has contributed to the social well-being of the inmates in the institution. This program allows people from the outside to visit various inmates who may not have any friends or acquaintenances in the immediate area. It has been one of our longest running and successful volunteer programs.

We also have special gatherings on Easter, Thanksgiving, Christmas, and occasionally other days. The inmates and their families are allowed to get together in the inmate dining room for spiritual services and breakfast.

CLASSIFICATION COMMITTEE

The Classification Committee was restructured during the last quarter of the biennium which is seen as another step toward the accreditation of the Penitentiary. In the past, the Classification Committee had restricted authority and therefore limited powers in the planning of an inmate's total treatment program. With the restructuring of the

Committee's duties, an inmate's behavior can be monitoried closely and rewarded if appropriate. The Committee members will be responsible for developing an appropriate program for each inmate, a proper custody classification which shows the level of supervision which is necessary, and job assignments within the institution. Policies are being developed to ensure consistency in the treatment of inmates and to let the inmates know what is expected of them if they want such privileges which reward effort and appropriate behavior. The Classification Committee will continue working toward this goal during the next biennium.

PROGRAMS DEPARTMENT STATISTICS

AVERAGE CASELOAD OF COUNSELORS

COUNSELOR INTERVIEWS (X)	PENITENTIARY	STATE FARM
July through December, 1978	2229	677
January through December, 1979	3650	991
January through June, 1980	1944	671

AVERAGE CASELOAD

Carmody (1979-81)	107
Paul (1979-Jan. 1980)	95
Wrolstad (1979-81)	109
Werre (1980-81)	106
Borchert (1979-81)	45

(X) This reflects recorded visits only. Many visits and interviews, group sessions, and family counseling sessions have not been recorded.

PROGRAMS DEPARTMENT STATISTICS

CRIMES IN WHICH ALCOHOL AND/OR DRUGS WERE INVOLVED

TOTAL	CRIME	ALCOHOL RELATED	DRUG RELATED	ALCOHOL AND DRUG RELATED
133	Theft of Property	88	4	11
109	Burglary	91	11	4
60	Robbery	51	6	3
52	Delivery of Controlled Substance	12	26	5
34	Possession of Controlled Substance	13	13	6
33	Gross Sexual Imposition	37	2	--
28	Escape from Custody	6	2	--
26	Forgery	21	4	7
26	Aggravated Assault	19	6	3
20	Unauthorized Use of Motor Vehicle	14	2	2
19	Assault on Police Officer	12	2	5
12	Illegal Possession of Firearms	6	1	3
12	Reckless Endangerment	5	1	1
11	Kidnapping	3	2	1
10	Armed Robbery	8	1	1
10	Terrorizing	7	2	1
10	Murder	8	1	1
9	Armed Bank Robbery	6	--	3
7	Breaking and Entering	7	--	--
7	Criminal Trespass	6	1	--
6	Criminal Attempt	4	2	--
6	Negligent Homicide	4	2	--
6	Assault and Battery	5	1	--
5	Arson	5	--	--
4	Grand Larceny	2	--	--
4	Assault with a Deadly Weapon	3	1	
3	Attempted Murder	2	1	--
3	Criminal Conspiracy	3	--	--
3	Child Neglect	3	--	--
3	Nonsufficient Funds	2	1	--
2	Concealed Weapon	1	--	1
2	Criminal Mischief	1	--	1
2	Assault with Intent to Kill	1	--	1
1	Forged Securities	1	--	--
1	Preventing Arrest	1	--	--
1	Felonious Restraint	1	--	--
680		458	91	57

Some of the above are crimes committed under Federal laws with felon incarcerated at the North Dakota State Penitentiary.

Total crimes include multiple convictions of same felon; possibly committed at different times.

Not all crimes were listed as some offenses had no alcohol or drug involvement.

PROGRAMS DEPARTMENT STATISTICS

EDUCATIONAL ACTIVITIES

CLASSES	FUNDING	
ADULT BASIC EDUCATION & BASIC SKILLS	FEDERAL	STATE
No. of students who took the test - 95	90%	10%
	AD. BA. ED.	STATE
No. of students who passed at least one test - 94	85%	15%
No. of students who received their G.E.D. - 80		
WELDING	TITLE I	STATE
Enrollment - 43	100%	
SMALL ENGINES	TITLE I	STATE
Enrollment - 31	100%	
CARPENTRY	VOC. ED.	STATE
Enrollment - 45	50%	50%
COLLEGE CLASSES		STATE
No. of classes offered - 24		100%
Credit hours - 67		
Average enrollment - 16 students per class		

College Classes

Inmates at the North Dakota State Penitentiary may now receive an Associate of Arts degree from Bismarck Junior College. All classes are taken during the day, 12 hours per semester and 5 hours during the summer session. This enables highly motivated students to finish the program in two years. This is the same time period a student attending classes at Bismarck Junior College would take to complete the program. The Penitentiary had four students graduate in 1980 and three students in 1981 from Bismarck Junior College.

Classes Offered: Living World, English, Man's Environment, History, Social Problems, Beginning Accounting, Elementary Concepts of Math, Basic Drawing, Criminology, Fundamentals of Speech, Business Math, English, U.S. History, Sociology, Psychology, Records Administration, Introduction to Criminal Justice, Freshman English, Introduction to Philosophy, Physical Education, U.S. History, Introduction to Music, American Government & Politics, History of the Western Frontier.

Education Release

Education release is a privilege granted to inmates by the Warden and Parole Board. The program allows the inmate to live in a less secure setting and go out into the community to study during a portion of the day and then return to the institution. This program is closely supervised by the Penitentiary education director.

Three inmates were on education release at B.J.C. during this biennium. Two of the three inmates successfully completed the program.

Law Library

The number of inmates using the law library since February 1, 1980, is 1,741.

Library

Fiction books checked out averaged 661 per month.
Non-fiction books checked out averaged 226 per month.
Books from interlibrary loan averaged 72 per month.
Inmates using the library averaged 454 per month.

PROGRAMS DEPARTMENT STATISTICS

WORK RELEASE ACTIVITIES

Work release is a privilege granted to inmates by the Warden and the Parole Board. The program allows the inmate to live in a less secure setting and go out into the community to work during a portion of the day and then return to the institution. This program is closely supervised by the Penitentiary employment counselor and has been quite successful.

After the inmate has received a date to begin work release from the Parole Board, the employment counselor contacts Job Service of North Dakota to set up job interviews for the inmate. He also contacts new businesses that may have started. In 1981, five employers who had not hired inmates in the past, have used the work release program. This helped the program a great deal. Construction businesses in the past have hired the largest number of inmates, but due to a cutback in construction, they have not been hiring inmates from the work release program. Jobs have been very scarce the last two years, however, employers in Bismarck-Mandan have been very cooperative with our work release program, and it is very much appreciated.

	7/1/79 to 6/30/80	7/1/80 to 6/30/81
Inmates placed on work release	55	31
Successes on work release	47	29
Failures on work release	8*	2**

These 86 inmates worked for 33 different employers. Approximately 130 different businesses were contacted for employment of inmates, in addition to Job Service of North Dakota.

*7/1/79 to 6/30/80 - Five inmates were removed from work release due to disciplinary reasons: two for possession and use of drugs, two for using alcoholic beverages, and one for not reporting to the Penitentiary after finishing work. Two inmates quit their employment. One inmate escaped from his work release job, but was caught a few hours later by Penitentiary employees.

**7/1/80 to 6/30/81: Two inmates were removed from work release for use of marijuana while in the Honor Dormitory.

PROGRAMS DEPARTMENT STATISTICS

SHORT LEAVE PROGRAM

Our short leave program began at the Penitentiary in October of 1972. It has been reserved for only those inmates on work or education release for a period of 30 days or more. Funeral leaves, family crisis leaves, or medical leaves are handled separately and individually by the Warden and the Parole Board.

The short leave program is viewed as a reward program for those inmates who have made significant progress in returning to society. It has been an extremely successful program and the failure ratio on short leave is almost nil.

SHORT LEAVES	7/1/79 to 6/30/80	7/1/80 to 6/30/81
Number of short leaves granted	38	6
Number of successful short leaves	37	6
Number of failures	1*	0

*One inmate violated short leave rules by using alcohol and being in unauthorized company.

INFIRMARY REPORT

July 1, 1979 - June 30, 1981

General Information

Health care for the prison population has become much more complicated and expensive in the last two years and all signs indicate continued acceleration. The cost of downtown services (referrals, lab work, X-rays, and hospital care) has increased over 100 percent in the last five years. Medical science is much more technical now and these procedures are necessary to properly maintain an acceptable standard of health. The Penitentiary will need more trained personnel and updated equipment to maintain acceptable health care. The number of inmates requiring these services has increased over 70 percent in the last two years. Many inmates arrive at this institution with serious pre-existing conditions which require immediate and/or continuing medical attention and care. The vast majority of inmates have abused alcohol and other drugs for some years prior to coming here and this leads to poor health. While here, inmates are extremely aggressive when participating in sports resulting in many, many injuries and some are quite serious which require X-ray costs and even hospitalization and surgery. The prison population now includes many more inmates with chronic illnesses which require daily medication and frequent monitoring with lab work, X-rays, and often referrals to specialists. Increased prison population alone, plus more demanding inmates, has increased the workload considerably.

All new inmates are given a brief course in good personal health care by a nurse on their arrival. All inmates on medication are seen by the doctors every one to three months. Proper eating and exercise habits, caution in sports and at work, and education to overcome past poor personal health care practices and use of simple remedies such as exercises, fluids, heat, cold packs, etc., are urged. Instructions in proper diets, i.e., teaching a new diabetic how to live with his disease and frequent discussions with other inmates about their special diets are a part of our health care education program.

The doctors have given us a priority list of new and additional equipment requirements and methods to expand preventive health care as a means of upgrading medical care in an effort to hold the line on accelerating medical expenses.

Medical Care

The nurse continues to see all new inmates on admission and take a complete medical history, draw blood for a VDRL, give them a Tetanus Toxoid booster, and a Mantoux test. We also ask questions about post dental and eye care problems. Two doctors from the Family Practice Center come here each Monday and Thursday evening. On the average, they see 20-30 inmates each evening, including doing a complete physical exam on all new arrivals and checking all inmates prior to their discharge from here.

Psychiatric Care

A psychiatrist comes out one afternoon per week. The nurse furnishes him with a list of inmates he has scheduled to see, a list of medications they may be on, and any particular problems these inmates may have. An inmate may request to see the psychiatrist by submitting such to the nurse; the counselor refer various inmates to him; and the nurses may also refer inmates to him. Although the population of the prison has steadily increased over the biennium, the number of inmates on small to moderate doses of psychiatric meds has decreased. This is due to the vigorous efforts of the counselors involving these inmates in all the various group sessions and their constant efforts to get more of them involved in a work program. What has increased is the number of inmates who are suffering from mental disorders which require larger doses of these medications to keep them functioning within the population. A problem still exists in lack of facilities to house those inmates who are ill and cannot function within the population and the staff to properly monitor their behavior. Steps are being taken to remedy this and it is hoped that after the remodeling much more can be accomplished in this area.

Dental Care

Our dentist continues to come out one morning a week. His workload is great. Most inmates arrive here requiring dental care and more of them need extensive work. This means inmates must be transported to the dentist's office for the X-rays to evaluate the work and then returned there for work which is very time-consuming and expensive.

We no longer have a hygienist that will come here to do teeth cleaning. Most cases must be transported to the dentist's office to have this done which again results in extensive time and money costs.

Optical Care

An optometrist comes to the Penitentiary one day a week to do eye examinations, minor repair on glasses, and fit glasses from the previous month's orders.

For the past year the nurses have included in their admission medical history of each inmate a more detailed account of the inmate's previous eye problems. Questions are asked such as when he last had an eye exam, where he had it, what doctor, how old is his present pair of glasses. Many inmates do not take proper care of their glasses and are received with glasses in very poor condition. The cost of a complete exam for each inmate is prohibitive. (From 1979 to 1981 charges for an eye exam have increased 70 percent.) Various methods of determining who gets an examination have been tried; none are really satisfactory. The Penitentiary at present will not pay for repairs of eye glasses unless it can be proven they were broken as a result of an accident on the job.

The optometrist has stated that eye strain is more prevalent in a prison because inmates do more reading and watch much more TV than when on the streets.

Student Nurses

We continue to have senior student nurses from Mary College come here for practical nursing experience. These students come out for a six week period for twelve hours a week. There are four groups of two nurses each. They are taught the special problems of nursing a confined population.

They participate in inmate health care teaching, group counseling, and the doctors' and nurse's sick call.

These students need this practical experience and in turn this is helpful to us in giving care. It is a unique experience and it is hoped we can extend the length of time these students spend here. A long-term goal is making the nursing profession aware that there is a real need for more nurses to become part of this special field of penal health care.

INFIRMARY ACTIVITIES
(includes State Farm)

ACTIVITIES		7/1/79 to 6/30/80	7/1/80 to 6/30/81
1.	Admission Examinations	333	396
2.	Discharge Examinations	294	370
3.	Tetanus Toxoid Injections	302	331
4.	Mantoux test for tuberculosis (excluding yearly Mantoux on all inmates here over 1 year)	293	320
5.	VDRL (Serologies)	299	311
6.	Average number of Infirmary visits		
	a. Medical doctor (twice a week)	2475	2525
	b. Routine sick call	3696	4488
	c. Dentist (here)	1056	1026
	To dentist's office	86	104
	d. Psychiatrist	764	1056
	e. Optometrist	150	90
	f. Hygienist	96	--
7.	a. Average number of inmates taking prescribed medication at least once a day (exluding aspirin, antacids, psychotropics, etc.)	25	15
	b. Psychotropic meds only	20	15
8.	Average number of inmates taking treatments at least once a day (excluding whirlpool, including heat, sitz bath, dressings, etc.)	6	7
9.	Outside medical services (excluding hospital care, including doctor visits at clinics, lab, X-rays, etc.)	444	376
10.	Downtown hospital care		
	a. Major surgery	14	37
	b. Hospital admission for anything other than surgery	14	28
	c. Emergency Room care	64	149
11.	Inmates sent to Springfield, Missouri	1	1

INFIRMARY ACTIVITIES continued

		7/1/79 to 6/30/80	7/1/80 to 6/30/81
12.	Inmates sent to the State Hospital	17	30
13.	Audiograms done (all part of ENT consultations)	2	1
14.	Inmates wearing prosthesis	0	0
15.	Inmates with all or majority of sight loss in one or both eyes	0	0
16.	Inmates pregnant at time of incarceration	0	0

WOMEN'S UNIT

The Women's Unit was first established at the Penitentiary in 1976. A law was passed in the North Dakota Legislature providing for the incarceration of convicted female felons in the North Dakota State Penitentiary.

The Unit currently houses an average of 6 women. However, at one point, the unit had only one female inmate.

The Unit is an open-type dorm with individual cubicles approximately 6' x 8'. The cubicles are divided by a carpeted partition allowing each woman a sense of privacy. The furniture in the Unit is the fiberesin type of furniture produced by Rough Rider Industries. The major drawback is the fact the women share one bathroom facility.

The women inmates have approximately 3 hours of recreation daily, during which time they utilize the same recreational facilities as the male inmates. Separate recreation hours are scheduled for male and female inmates.

FEDERAL INMATES

On July 1, 1979, our Federal inmate count was 23. Over the months, it increased slowly and our Federal count reached its peak in November, 1980, at 31. From that date, there was a steady decline in Federal boarders, and as of June 30, 1981, our Federal count was 15.

Our institution had relatively few problems meeting the needs of our Federal boarders in regard to program involvement, including counseling, education, religious, medical, recreation, and employment in the institution. Most Federal boarders were very appreciative about being able to be housed in the general population and minimal problems were encountered between State and Federal inmates. In addition, our staff works closely with the Federal Community Programs Officer who is stationed in Bismarck, and if any problem arises in relationship to a Federal boarder, the Community Programs Officer is very cooperative in helping resolve it.

TABLE NO. 1
POPULATION MOVEMENT OF INMATES
For Two Year Period Ending 6-30-81
N.D. State Penitentiary

	Ending 6-30-80	Ending 6-30-81
Received from Courts	172	208
Received as Parole Violators	22	22
Received on Revocation of Probation	2	1
Escapees Returned	1	2
Transfers from Other Jurisdictions	21	24
Returned from Appeal Bond	1	1
	219	258
Population at Beginning of Period	202	237
	421	495
Discharged by Expiration	29	33
Probation	8	10
Paroled	129	175
Transfers to Other Jurisdictions	7	20
Deceased	3	2
Other releases, Court Order, Appeal Bond, etc.	7	3
Escaped	1	2
	180	250
Population at End of Period	237	245
	421	495

TABLE NO. 2
TRANSFERS TO AND FROM OTHER JURISDICTIONS
For Two Year Period Ending 6-30-81
N.D. State Penitentiary

	Ending 6-30-80	Ending 6-30-81
Transfers from Other Jurisdictions:		
Sentenced in Federal Courts	20	22
Sentenced in Other States -		
Minnesota	1	1
Oregon	0	1
	21	24

TABLE NO. 2 CONT'D

	Ending 6-30-80	Ending 6-30-81
Transfers to other Jurisdictions:		
Federal Transfers	31	21
Exchange Contracts -		
Minnesota	1	1
Montana	1	2
South Dakota	0	1
	33	25

TABLE NO. 3*
INMATES RECEIVED FROM COURTS LAST 20 YEARS
N.D. State Penitentiary

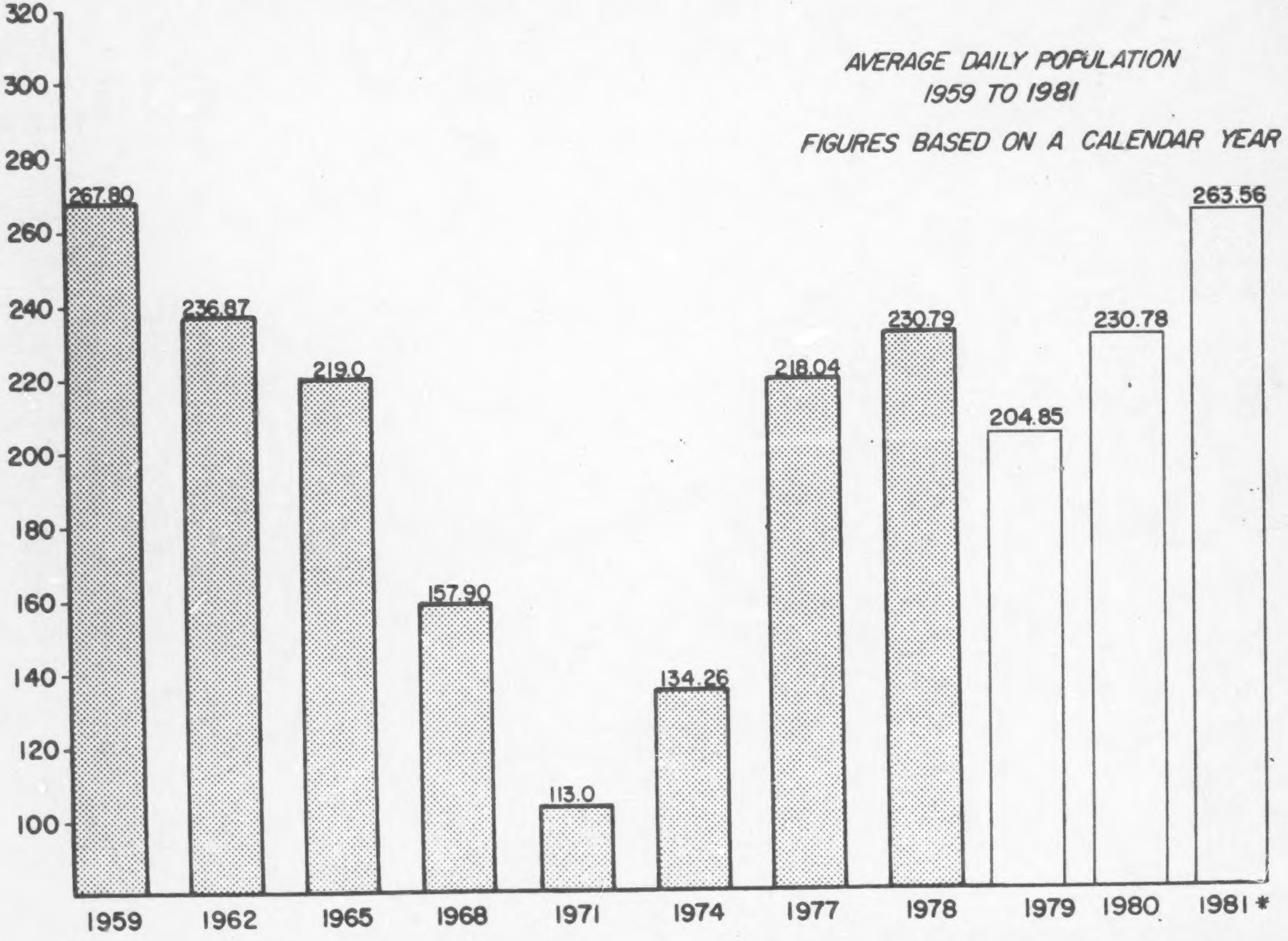
*Figure for 1974 as it appeared in the previous Annual Report for Fiscal 74-75 was based on only half the year. The figure in the report for 1975 appears to have been based on the fiscal, rather than calandar year. For these reasons, figures for 1974 and 1975 will be different in this report.

Year	No. Rec'd	Year	No. Rec'd
1962	153	1972	125
1963	140	1973	128
1964	148	1974	123
1965	139	1975	139
1966	108	1976	154
1967	88	1977	156
1968	88	1978	141
1969	91	1979	152
1970	85	1980	198
1971	76	1981 through 6/30	94

TABLE NO. 4
AVERAGE DAILY POPULATION
Last 20 Years
N.D. State Penitentiary

Year	Population	Year	Population
1962	236.87	1972	125.94
1963	224.20	1973	145.16
1964	235.50	1974	134.26
1965	219.00	1975	139.67
1966	199.24	1976	184.99
1967	193.70	1977	218.04
1968	157.90	1978	230.79
1969	150.50	1979	204.85
1970	155.40	1980	230.78
1971	113.00	1981 through 6/30	263.56

NORTH DAKOTA STATE PENITENTIARY



* 1981 FIGURE FOR FIRST 6 MONTHS ONLY.
(JANUARY TO JUNE)

TABLE NO. 5
AVERAGE DAILY POPULATION
For Two Year Period Ending 6-30-81
N.D. State Penitentiary

Month	Average	Month	Average
July 1979	199.74	July 1980	233.84
August	198.71	August	230.71
September	194.10	September	230.57
October	193.00	October	235.06
November	196.00	November	251.83
December	203.00	December	257.32
January 1980	207.94	January 1981	260.29
February	214.69	February	265.71
March	219.87	March	273.13
April	222.67	April	271.87
May	228.52	May	262.61
June	236.30	June	247.77

TABLE NO. 6
AVERAGE DAILY POPULATION
For Two Year Period
N.D. State Penitentiary

Average Population Year Ending June 30, 1980	209.55
Average Population Year Ending June 30, 1981	251.73
Average Population for Two Year Period	230.64

TABLE NO. 7
DEATHS
For Two Year Period
N.D. State Penitentiary

	Ending 6-30-80	Ending 6-30-81
Deaths	3	2

TABLE NO. 8A
CRIMES CHARGED AGAINST INMATES SENTENCED FROM NORTH DAKOTA
N.D. State Penitentiary

	Ending 6-30-80	Ending 6-30-81
Aggravated Assault	3	7
Armed Robbery	2	0
Arson	2	4
Arson (Accomplice)	0	1
Assault on a Police Officer	0	1
Attempted Burglary	0	2
Attempted Murder	4	1
Attempted Theft of Property	1	0
Attempted Theft of Services	0	1
Bail Jumping	2	0
Breaking into or Concealment Within a Vehicle	1	0

TABLE NO. 8A CONT'D

	Ending 6-30-80	Ending 6-30-81
Breaking into a Vehicle	5	4
Burglary	45	86
Burglary (Revocation of Probation)	2	5
Carrying a Concealed Weapon	0	1
Carrying a Pistol without a Permit	1	1
Concealment within a Vehicle	2	0
Conspiracy to Commit Murder	0	1
Criminal Conspiracy to Deliver a Controlled Substance	0	2
Criminal Solicitation	1	0
Criminal Trespass	4	1
Dealing in Stolen Property	1	0
Deceptive Writings	0	2
Delivery of a Controlled Substance	10	21
Delivery of a Controlled Substance (Accomplice)	0	1
Delivery of a Controlled Substance, Cocaine	3	7
Delivery of a Controlled Substance, Hashish	0	1
Delivery of a Controlled Substance, Marijuana	2	2
Delivery of a Controlled Substance, Methamphetamine	0	1
Delivery of Marijuana (Attempt)	0	1
Endangering by Fire	0	2
Endangering by Fire or Explosion	1	0
Escape	6	15
Escape after Conviction of an Offense	0	1
Felonious Restraint	2	1
Forgery	13	17
Gross Sexual Imposition	14	17
Harrassment	1	0
Hindering Law Enforcement	0	1
Illegal Possession of a Controlled Substance, Valium	1	0
Illegal Possession of a Pistol	1	0
Issuing a Check without an Account	4	0
Issuing a Check Without Suff. Funds	4	1
Kidnapping	0	3
Larceny of an Automobile	1	0
Manslaughter	5	2
Murder	1	5
Neglect of Child	2	1
Negligent Homicide	2	4
NSF Checks	1	0
Perjury	0	1
Possession of a Controlled Substance		4
Possession of a Controlled Substance with Intent to Deliver	0	8

TABLE NO. 8A CONT'D

	Ending 6-30-80	Ending 6-30-81
Possession of a Controlled Substance with Intent to Deliver, LSD	0	1
Possession of a Controlled Substance with Intent to Deliver, Marijuana	2	0
Possession of a Hallucinogenic Drug with Intent to Deliver	1	0
Possession of a Pistol by a Felon	0	1
Possession of a Pistol w/o a Permit	1	0
Possession of a Stimulant Drug with Intent to Deliver	2	0
Preventing Arrest or Discharge of Other Duties	0	1
Reckless Endangerment	2	4
Revocation of Suspended Sentence (Crime unspecified)	1	0
Robbery	13	7
Robbery (Accomplice)	0	1
Sexual Imposition	3	2
Simple Assault	1	0
Simple Assault on a Peace Officer	0	2
Terrorizing	4	2
Theft	2	3
Theft by Deception	0	2
Theft by Deception (Automobile)	1	0
Theft of Property	56	58
Theft of Property (Accomplice)	1	0
Theft of Property (Motor Vehicle)	1	0
Theft of Services	3	2
Unauthorized Use of a Vehicle	7	10
Unlawful Imprisonment	1	0
Unlawful Possession of a Pistol by a Felon	1	0
Unlawful Possession of a Controlled Substance, Hashish	0	1
Violation of Probation for Assault on a Peace Officer	1	0
	258	329

Note: Crimes exceed inmates received from courts as some inmates were charged with more than one crime.

TABLE NO. 8B
CRIMES CHARGED AGAINST FEDERAL INMATES AND OTHER STATE SENTENCED INMATES INCARCERATED AT THE NORTH DAKOTA STATE PENITENTIARY

*Other State Inmates

Crime	Ending 6-30-80	Ending 6-30-81
Accomplice after Fact	0	1

TABLE NO. 8B CONT'D

Crime	Ending 6-30-80	Ending 6-30-81
Aggravated Battery	0	1
Aggravated Forgery (Hennepin Co., MN)*	0	1
Aiding & Abetting Bank Robbery	0	1
Aiding & Abetting Conspiracy	1	0
Armed Bank Robbery	2	1
Armed Bank Robbery, Aiding & Abetting	0	1
Armed Rape	1	0
Armed Robbery	1	0
Assault on a Federal Officer	0	1
Assault w/a Dangerous Weapon (Knife)	0	1
Bank Robbery	3	6
Burglary	3	0
Concealing Stolen Property	1	0
Conspiracy to Murder	1	0
Conspiracy to Commit Bank Robbery	0	1
Conspiracy to Import Narcotics with Intent to Distribute	1	0
Controlled Substance Acc. (Dilaudiad)	0	1
Crime on a Indian Reservation, Armed Robbery	2	0
Detonating an Explosive Device	0	1
Escape	2	1
Extortion; Extension of Credit, aiding & abetting extortion	1	0
Failure to Appear	1	1
False Imprisonment	0	1
False Statements in a Matter under the Jurisdiction of the Dept. of Labor	1	0
False Statements in Purchase of a Firearm	0	1
Forgery	1	0
Interstate Commerce to Aid Racketeering	1	0
Interstate Transportation of Forged Securities	0	1
Interstate Transportation of Stolen Property	1	0
Intimidate Witness	1	0
Kidnapping	1	0
Misapplication of Bank Funds	0	1
Murder in the 1st Degree (Hennepin Co., MN)*	1	0
Murder in the 1st Degree on a Government Reservation	0	1
Murder without Malice	1	0
NMVTA	0	4
Passing Altered Federal Reserve Notes	0	1
Possession of Firearm in Commission of a Felony	0	1

TABLE NO. 8B CONT'D

	Ending 6-30-80	Ending 6-30-81
Racketeering	0	1
Rape	1	0
Receipt and Possession of a Firearm by a Felon	0	1
Robbery of a Bank	0	1
Sexual Abuse in the 1st Degree (Oregon)*	0	1
Sodomy in the 1st Degree (Oregon)*	0	1
Theft by Fraudulent Statements (Dakota Co., MN)*	0	1
Theft by Check (Hennepin Co., MN)*	0	4
Unlawful Use of Stolen Credit Cards	0	1
	27	55

Note: Crimes exceed number of inmates transferred as some inmates were charged with more than one crime.

TABLE NO. 9
CRIMES AGAINST PERSONS AND PROPERTY
For Two Year Period
N.D. State Penitentiary

	Ending 6-30-80	Ending 6-30-81
Crimes Against Persons*	62	63
Crimes Against Property	164	196
	226	259

*Robbery is included in this category

Note: Totals do not agree with inmates received from courts as some inmates were charged with crimes which were neither against persons or against property.

TABLE NO. 10
SENTENCES OF INMATES
Received During Two Year Period
N.D. State Penitentiary

	Ending 6-30-80	Ending 6-30-81
30 days	2	0
90 days	1	0
207 days	0	1
4 months	1	0

NORTH DAKOTA STATE PENITENTIARY
TABLE NO. 10A
DISPARAGEMENT OF SENTENCES ON CERTAIN CRIMES

From July 1, 1979 to June 30, 1981

CRIME	Less than 1 year	1	18 mos.	2	3	4	5	6	7	8	9	10	15	Other
Aggravated Assault	1	2		3		1	3							
Burglary	1	7	4	29	29	8	35		2					15 mos. 21 mos. 30 mos. 3½ yrs.
Delivery of a Cont. Substance		8	2	7	14	8	7	4		1				
Escape	2	12		1	2		4							
Forgery		4		8	6		12							
Gross Sexual Imposition		2	1	2	3	1	13	1	2	1		7	2	
Robbery			1		1	7	7	3		1	1			20 yrs.
Theft of Property	1	19	8	30	19	11	19							4 mos. 14 mos. 16 mos. 3½ yrs.

TABLE NO. 10 CONT'D

	Ending 6-30-80	Ending 6-30-81
6 months	0	3
11 months	1	0
1 year	43	45
13 months	0	1
14 months	2	0
15 months	0	2
16 months	1	0
17 months	0	3
18 months	9	22
21 months	0	1
2 years	58	45
30 months	3	4
3 years	36	56
3½ years	2	3
4 years	15	32
5 years	68	72
6 years	5	2
7 years	2	2
8 years	1	1
9 years	0	1
10 years	6	9
15 years	0	4
20 years	1	2
25 years	0	6
50 years	0	1
Life	1	4
	258	322

Note: Number of sentences exceed number of inmates received as some inmates received more than one sentence.

TABLE NO. 11
COMMITMENTS FROM VARIOUS COUNTIES
Received During Two Year Period
N.D. State Penitentiary

County	Ending 6-30-80	Ending 6-30-81	County	Ending 6-30-80	Ending 6-30-81
Adams	1	1	Foster	2	1
Barnes	3	3	Golden Valley	2	0
Benson	0	1	Grand Forks	23	20
Bottineau	5	2	Grant	0	1
Burleigh	31	46	Hettinger	1	0
Burke	1	1	Kidder	1	0
Cass	23	42	Logan	2	0
Cavalier	0	4	McHenry	3	3
Dickey	0	1	McKenzie	8	3
Dunn	0	1	McLean	0	2

TABLE NO. 11 CONT'D

County	Ending 6-30-80	Ending 6-30-81	County	Ending 6-30-80	Ending 6-30-81
Mercer	1	1	Stark	1	5
Morton	12	7	Stutsman	12	14
Nelson	2	0	Traill	1	3
Pembina	2	3	Walsh	3	3
Pierce	3	0	Ward	12	15
Ramsey	7	4	Wells	2	1
Ransom	2	2	Williams	14	16
Richland	2	1	Federal	17	19
Rolette	1	6	Dakota, MN	0	1
Sargent	0	1	Hennepin, MN	1	3
Sheridan	1	1	Sherman, OR	0	1
Slope	1	1			
				203	240

TABLE NO. 12
AGES OF INMATES
Received During Two Year Period
N.D. State Penitentiary

Age	Ending 6-30-80	Ending 6-30-81	Age	Ending 6-30-80	Ending 6-30-81
16	0	1	36	4	4
17	1	5	37	5	1
18	13	14	38	3	7
19	11	13	39	2	0
20	15	18	40	0	1
21	11	15	41	0	1
22	13	14	42	3	2
23	11	18	43	3	2
24	8	13	44	4	1
25	11	12	45	1	3
26	5	13	47	2	3
27	6	5	48	2	0
28	9	6	49	1	1
29	3	4	50	2	1
30	2	2	51	2	0
31	5	7	52	1	1
32	7	3	53	0	1
33	0	3	62	0	1
34	3	7	66	0	1
35	2	4	74	1	0
				172	208

TABLE NO. 13
OCCUPATIONS OF INMATES
Received During Two Year Period
N.D. State Penitentiary

Occupation	Ending 6-30-80	Ending 6-30-81
Accountant	1	1
Artist	0	1
Attorney	1	0
Audio Consultant	0	1
Autobody Repairman	1	3
Baker	2	1
Bartender	0	2
Blacksmith	1	0
Brakeman	2	2
Bricklayer	4	1
Bricklayer's Assistant	0	1
Business Administration	0	1
Cabinet Maker	1	2
Carpenter	11	11
Carpenter's Assistant	0	1
Carpet Cleaner	1	1
Carpet Layer	2	0
Caterer	0	1
Chemist	0	1
Civil Service	1	0
Clerk-typist	2	0
Computer Programmer	1	1
Construction	10	20
Cook	5	6
Disc Jockey	0	2
Draftsman	1	1
Drywall Finisher	0	2
Electrician	1	4
Farmer or Farm Laborer	7	8
Farrier	1	0
Fisherman	0	1
Glass Installer	1	0
Heavy Equipment Operator	5	3
Karate Instructor	0	1
Lab Assistant	1	0
Laborer	51	51
Machinist	1	0
Maid	1	0
Maintenance	3	4
Manager	2	1
Meatcutter	1	2
Mechanic	6	12
Medic	1	1
Minister	0	2
Musician	1	1
None	2	6
Nurse's Aide	0	1
Off-set Printer	1	0

TABLE NO. 13 CONT'D

Age	Ending 6-30-80	Ending 6-30-81
Oilfield Worker	8	14
Painter	3	1
Partsman	1	0
Pipeline	1	0
Pipefitter	1	1
Pipe Inspector	0	1
Plumber	1	0
Plumber's Assistant	0	1
Proprietor	0	2
Rancher or Ranch Laborer	0	3
Realtor	0	1
Roofer	2	2
Racehorse Trainer	0	1
Salesman	3	2
Sanitation Engineer	0	1
Secretary	1	0
Shipfitter	1	0
Small Engine Repair	1	0
Social Worker	0	3
Steelworker	1	0
Student	4	2
TV Broadcasting	0	1
Teacher	1	0
Telephone Installer	2	0
Testing Technician	1	0
Tree Surgeon	0	1
Truck Driver	16	6
Upholstery	1	1
Waitress	0	1
Warehouse Clerk	0	1
Welder	15	15
Woodworker	0	2
	197	224

Note: Number of occupations exceed number of inmates received as some inmates list more than one occupation.

TABLE NO. 14
NATIVITY OF INMATES
Received During Two Year Period
N.D. State Penitentiary

State or Nation	Ending 6-30-80	Ending 6-30-81
Alabama	1	2
Alaska	0	1
California	9	7
Colorado	0	4

TABLE NO. 14 CONT'D

State or Nation	Ending 6-30-80	Ending 6-30-81
Connecticut	0	1
Georgia	1	0
Illinois	4	1
Indiana	1	1
Iowa	2	4
Kansas	3	1
Kentucky	0	1
Maryland	0	1
Massachusetts	1	1
Michigan	1	2
Minnesota	19	18
Missouri	3	3
Montana	4	5
Nebraska	1	2
New York	3	1
North Dakota	94	112
Ohio	2	1
Oklahoma	3	4
Pennsylvania	1	1
Rhode Island	1	0
South Carolina	0	1
South Dakota	4	9
Tennessee	1	3
Texas	2	7
Utah	0	1
Vermont	1	0
Virginia	1	2
Washington	3	2
West Virginia	1	2
Wisconsin	0	2
Wyoming	1	0
Austria	1	0
Germany	1	0
Manitoba, Canada	2	2
Ontario, Canada	0	2
Unknown	0	1
	172	208

TABLE NO. 15
PREVIOUS FELONY CONVICTIONS OF INMATES
Received During Two Year Period
N.D. State Penitentiary

Previous Convictions	Ending 6-30-80	Ending 6-30-81
No Previous Convictions	102	130
One Previous Conviction	38	35

TABLE NO. 15 CONT'D

Previous Convictions	Ending 6-30-80	Ending 6-30-81
Two Previous Convictions	18	17
Three Previous Convictions	5	10
Four Previous Convictions	4	4
Five Previous Convictions	2	3
Six Previous Convictions	1	0
Seven Previous Convictions	1	0
Eight Previous Convictions	1	0
Nine Previous Convictions	0	1
Ten Previous Convictions	0	1
Unknown Number of Previous Convictions	0	5
	172	208

TABLE NO. 16
RELIGION OF INMATES
Received During Two Year Period
N.D. State Penitentiary

Religion/Denomination	Ending 6-30-80	Ending 6-30-81
Assembly of God	1	3
Baptist	12	11
Black Magic	1	0
Catholic	53	78
Christian	2	5
Church of Christ	0	1
Episcopalian	3	4
Gospel Ministry	0	1
Jewish	1	1
Lutheran	51	51
Mennonite	0	2
Methodist	9	7
Mormon	1	3
Pentecostal	2	1
Presbyterian	5	3
Protestant	17	19
Salvation Army	0	1
Seventh Day Adventist	1	2
No preference	0	2
None	13	13
	172	208

TABLE NO. 17
RESIDENCE OF INMATES
Received During Two Year Period
N.D. State Penitentiary

State or Nation	Ending 6-30-80	Ending 6-30-81
Alabama	0	1
Arkansas	1	1
California	4	5
Colorado	0	1
Florida	0	3
Illinois	1	0
Iowa	1	0
Kansas	1	0
Louisiana	1	0
Maryland	0	1
Massachusetts	1	0
Michigan	1	1
Minnesota	13	14
Missouri	1	0
Montana	3	2
Nebraska	1	0
Nevada	0	1
New Mexico	1	0
New York	1	1
North Carolina	1	0
North Dakota	128	153
Ohio	0	1
Oklahoma	1	0
Oregon	2	1
South Dakota	4	7
Texas	0	2
Virginia	1	0
Washington	1	1
Wyoming	0	2
Manitoba, Canada	0	2
None	3	8
	172	208

TABLE NO. 18
CITIZENSHIP OF INMATES
Received During Two Year Period
N.D. State Penitentiary

	Ending 6-30-80	Ending 6-30-81
Citizens of United States	171	204
Noncitizens of United States	1	4
	172	208

TABLE NO. 19
RACE AND SEX OF INMATES
Received During Two Year Period
N.D. State Penitentiary

Race and Sex	Ending 6-30-80	Ending 6-30-81
Male Caucasian	145	163
Female Caucasian	2	8
Male Indian	21	32
Female Indian	1	1
Male Mexican	0	3
Male Negro	3	1
	172	208

TABLE NO. 20
MARITAL STATUS OF INMATES
Received During Two Year Period
N.D. State Penitentiary

Marital Status	Ending 6-30-80	Ending 6-30-81
Single	93	130
Married	35	36
Separated	8	5
Divorced	33	35
Widowed	3	2
	172	208

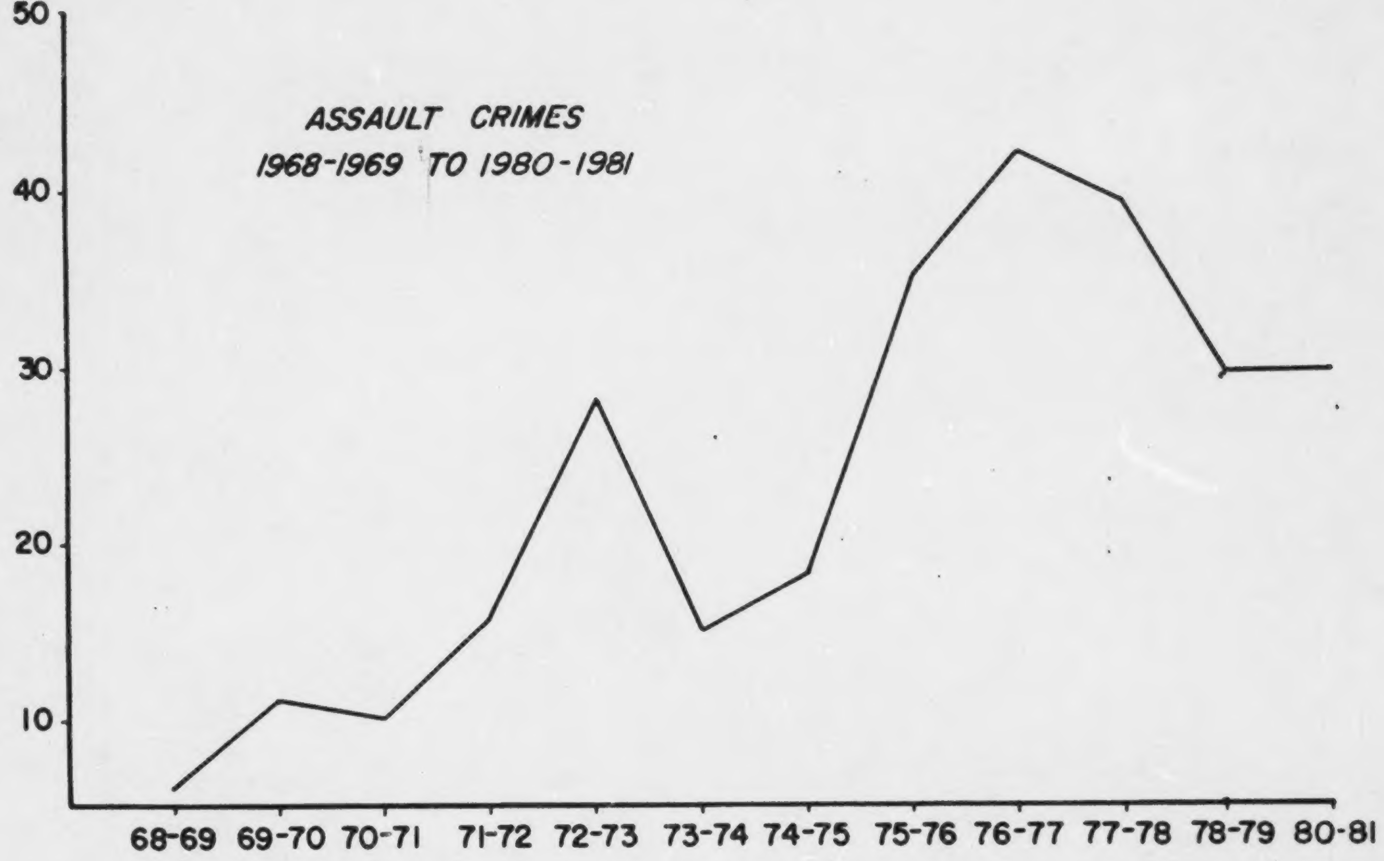
TABLE NO. 21
EMPLOYMENT STATUS OF INMATES
Received During Two Year Period
N.D. State Penitentiary

Employment	Ending 6-30-80	Ending 6-30-81
Employment at time of arrest	90	86
Unemployment at time of arrest	82	122
	172	208

TABLE NO. 22
EDUCATION OF INMATES
Received During Two Year Period
N.D. State Penitentiary

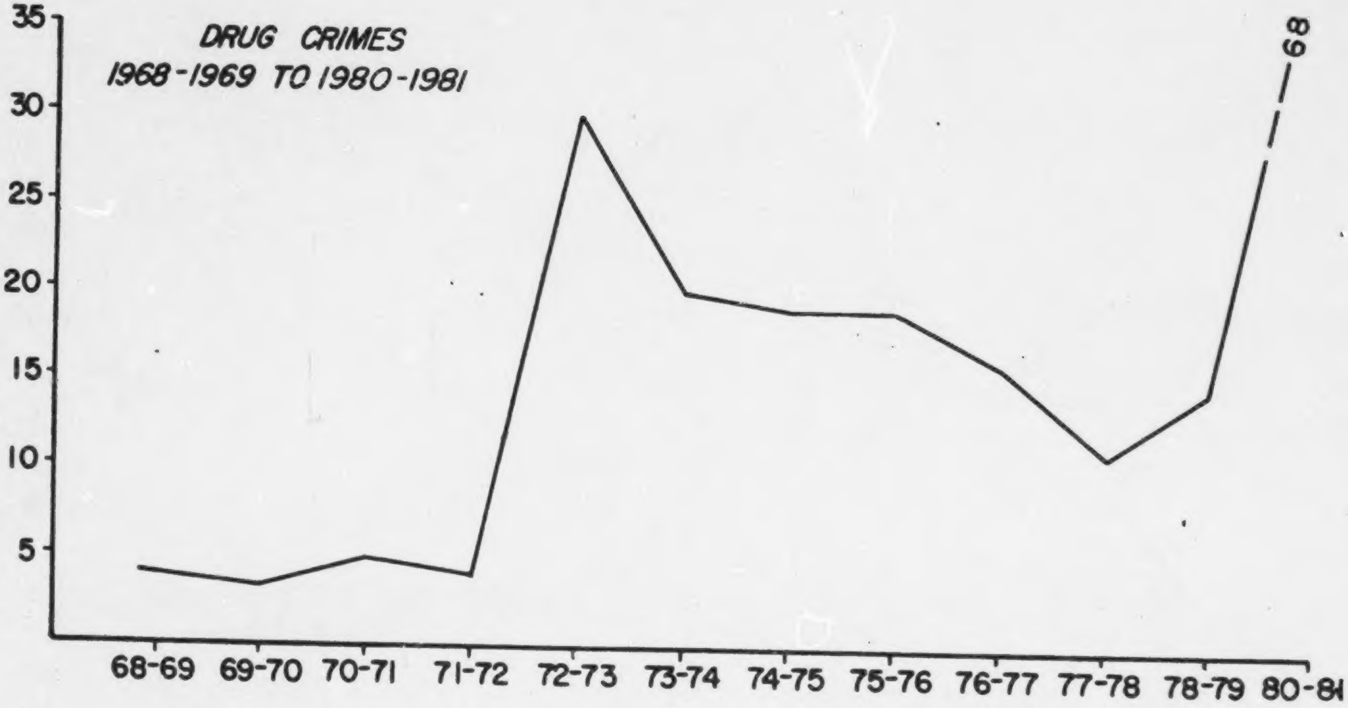
Education	Ending 6-30-80	Ending 6-30-81
2 years	0	1
4 years	0	1
5 years	0	1
6 years	3	2
7 years	7	5
8 years	14	21
9 years	12	27
10 years	21	23
11 years	12	18
12 years	36	31
GED	40	47
13 years	8	12
14 years	8	10
15 years	4	4
16 years	4	2
17 years	1	1
18 years	1	1
19 years	1	0
Unknown	0	1
	172	208

NORTH DAKOTA STATE PENITENTIARY



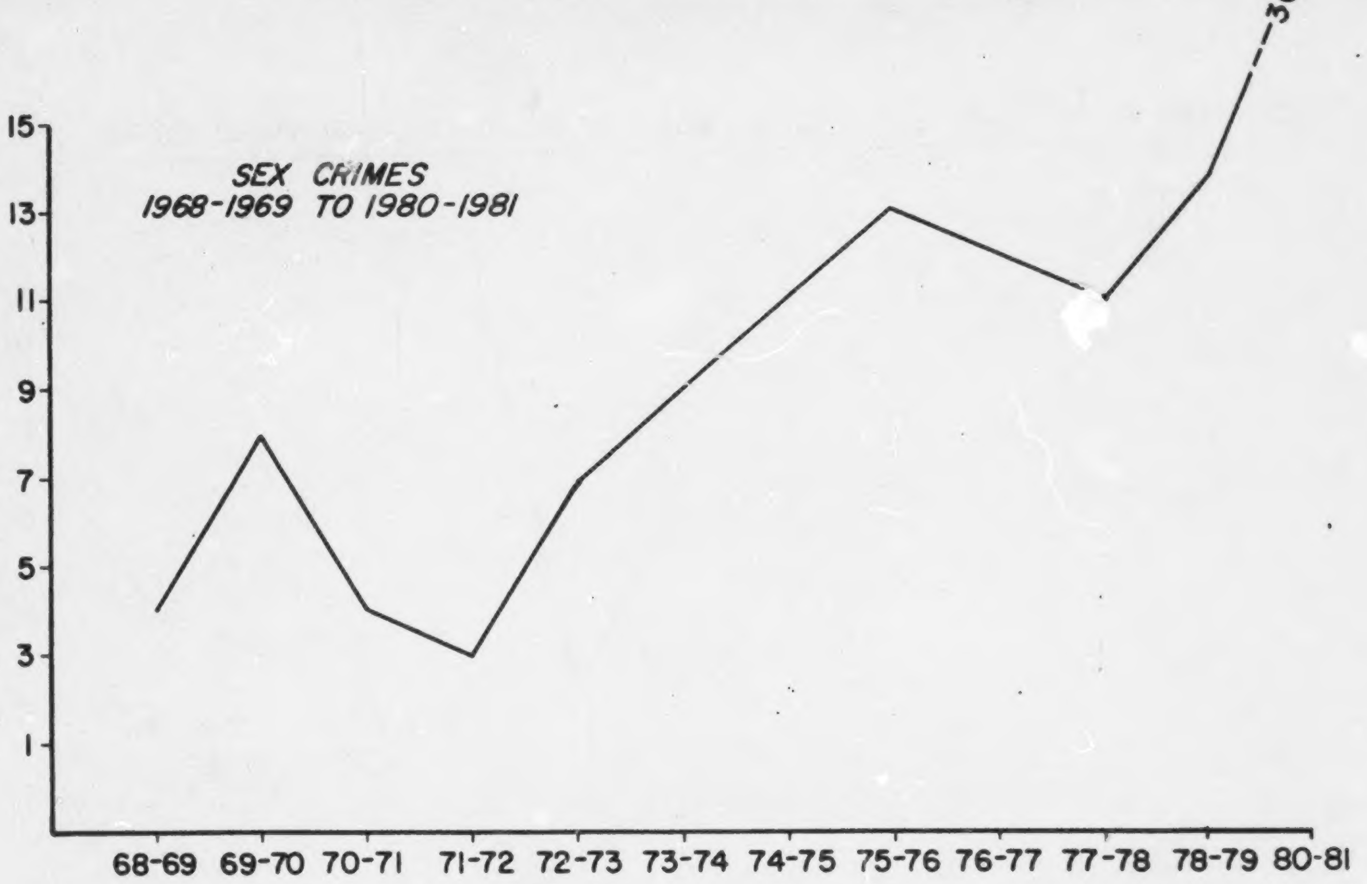
*FIGURES BASED ON FISCAL YEAR

NORTH DAKOTA STATE PENITENTIARY



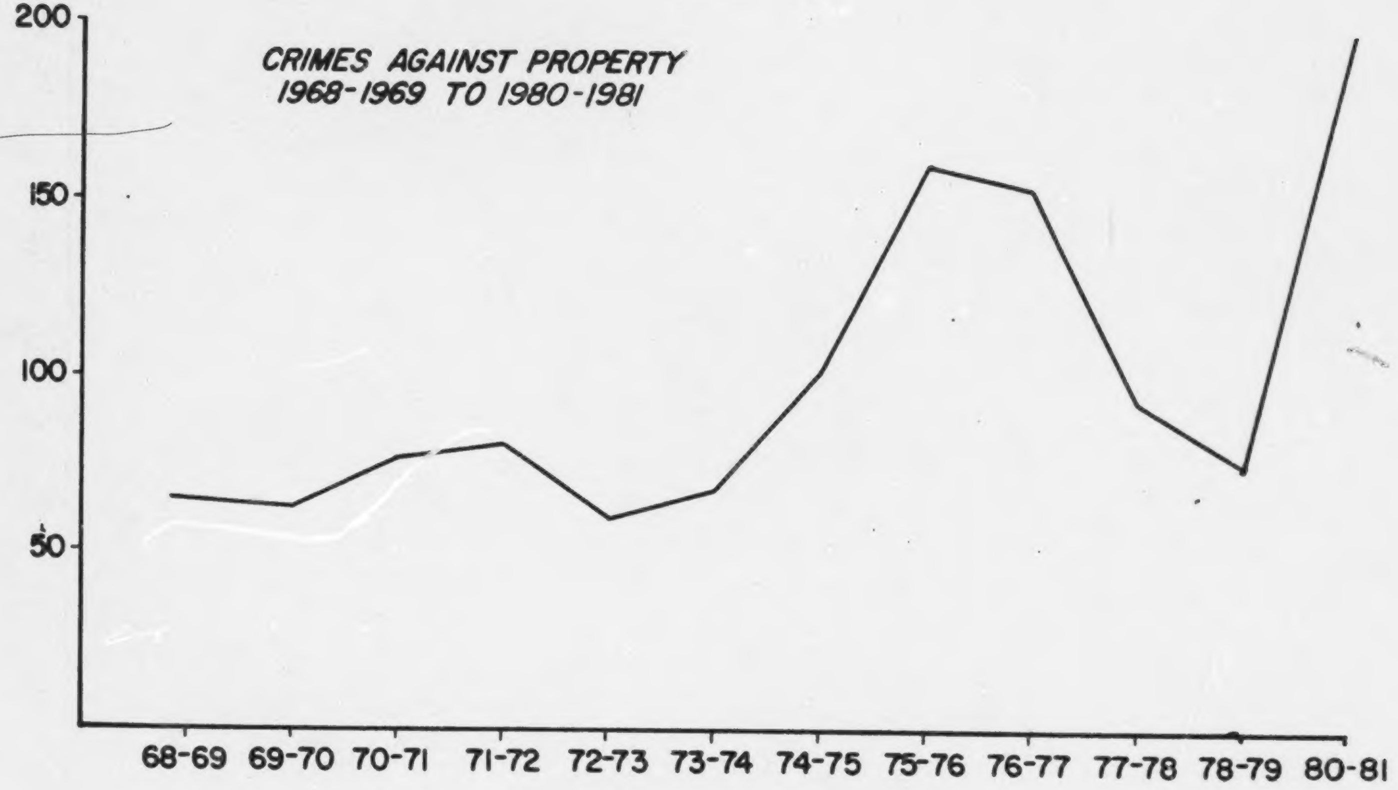
*FIGURES BASED ON FISCAL YEAR.

NORTH DAKOTA STATE PENITENTIARY



FIGURES BASED ON FISCAL YEAR.

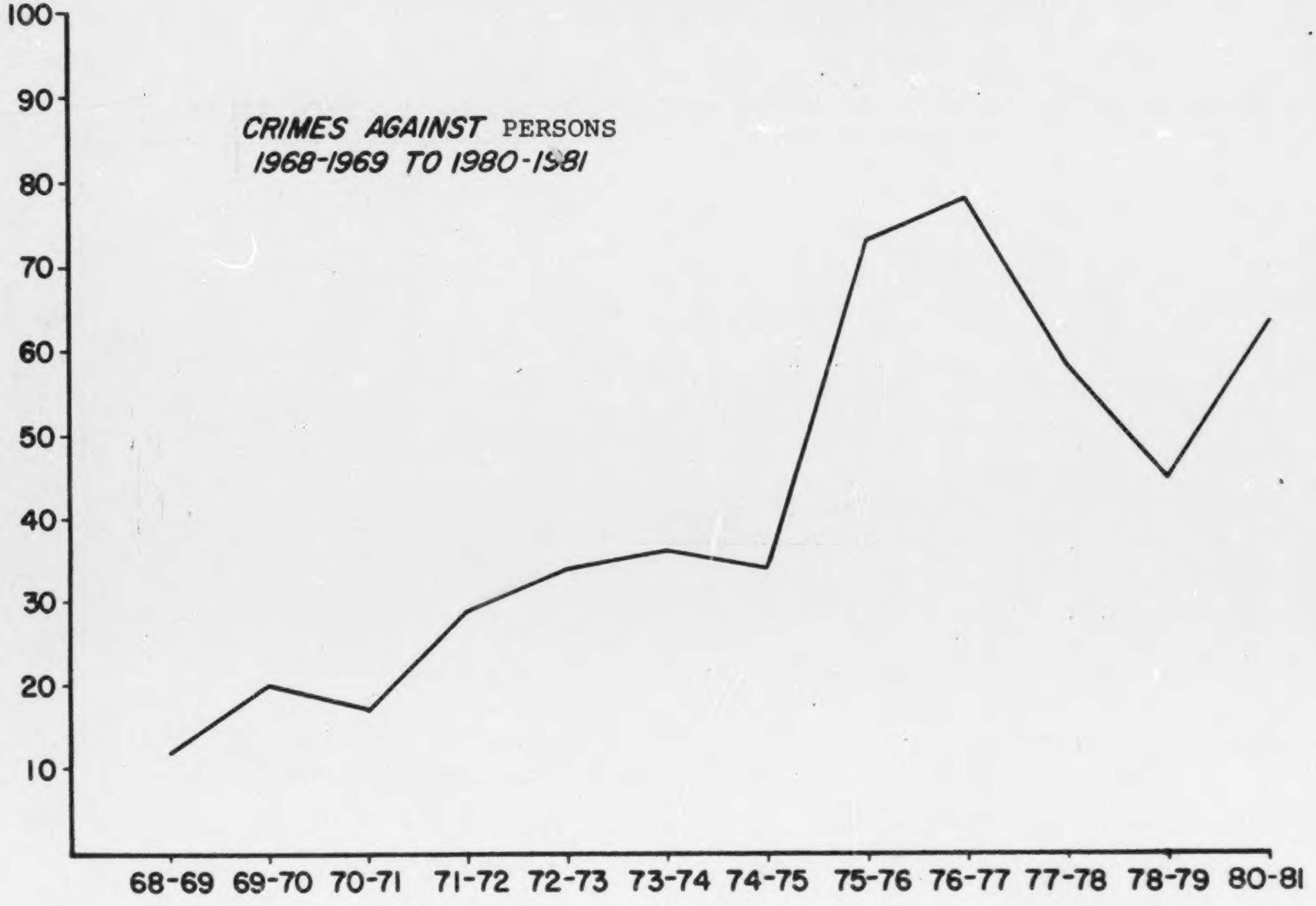
NORTH DAKOTA STATE PENITENTIARY



CRIMES AGAINST PROPERTY
1968-1969 TO 1980-1981

*FIGURES BASED ON A FISCAL YEAR.

NORTH DAKOTA STATE PENITENTIARY



*FIGURES BASED ON FISCAL YEAR.

PROFILE OF A TYPICAL PENITENTIARY INMATE

July 1, 1979 - June 30, 1981

THE TYPICAL INMATE:

is white (84%) Indian (14%)

is male (97%) female (3%)

is currently 27 years old (average) Median 24 years
Mode 20 years

was convicted of burglary (24%)
theft of property (19%)
delivery of a cont. sub. (5%)
gross sexual imposition (5%)
forgery (5%)

was sentenced in Burleigh (17%)
Cass (15%)
Grand Forks (10%)
Williams (7%)
Stutsman (6%)
Ward County (6%)

was born in North Dakota (54%) or Minnesota (10%)

was a resident of North Dakota at time of arrest (74%)

was a citizen of the United States at time of arrest (99%)

is serving a determinate sentence (99.9%) of 5 years (24%)
2 years (18%)
3 years (16%)
1 year (15%)
4 years (8%)

has worked primarily as a laborer or construction worker (65%)

has had previous convictions (29%)

is of Catholic (34%) or Lutheran (27%) denomination

is single (59%)
married (19%)
divorced (18%)

was unemployed at time of his arrest (54%).

TABLE NO. 1
POPULATION MOVEMENT OF INMATES
For Two Year Period Ending 6-30-81
N.D. State Farm

	Ending 6-30-80	Ending 6-30-81
Received from Courts	109	129
Received as Parole Violators	6	9
Received on Revocation of Probation	0	2
Escapees Returned	0	5
Returned from Appeal Bond	1	0
	116	145
Population at Beginning of Period	36	50
	152	195
Discharged by Expiration	23	29
Released on Parole	34	52
Released on Probation	28	33
Escaped	0	5
Transferred to State Penitentiary to serve Concurrent Sentence	3	3
Court Order, Appeal Bond, etc.	16	12
	104	134
Population at End of Period	48	61
	152	195

TABLE NO. 2
INMATES RECEIVED FROM COURTS
Last 20 Years
N.D. State Farm

Year	No. Rec'd	Year	No. Rec'd
1962	99	1972	67
1963	85	1973	67
1964	73	1974	80
1965	67	1975	105
1966	52	1976	82
1967	53	1977	117
1968	75	1978	95
1969	49	1979	86
1970	68	1980	131
1971	70	1981 through 6/30	67

TABLE NO. 3
AVERAGE DAILY POPULATION
Last 20 Years
N.D. State Farm

Year	Average	Year	Average
1962	49.13	1972	24.77
1963	40.46	1973	36.76
1964	36.50	1974	27.86
1965	31.75	1975	38.32
1966	32.25	1976	38.93
1967	20.89	1977	44.03
1968	38.05	1978	41.00
1969	21.02	1979	34.75
1970	26.65	1980	52.99
1971	28.93	1981 through 6/30	55.39

TABLE NO. 4
AVERAGE DAILY POPULATION*
For Two Year Period Ending 6-30-81
N.D. State Farm

Month	Average	Month	Average
July 1979	32.26	July 1980	46.16
August	30.42	August	54.61
September	29.43	September	59.10
October	31.52	October	58.35
November	38.13	November	52.63
December	39.45	December	52.87
January 1980	39.68	January 1981	55.13
February	49.83	February	57.00
March	60.65	March	53.52
April	58.23	April	51.93
May	53.97	May	56.63
June	49.83	June	58.13

*Based on Fiscal Year

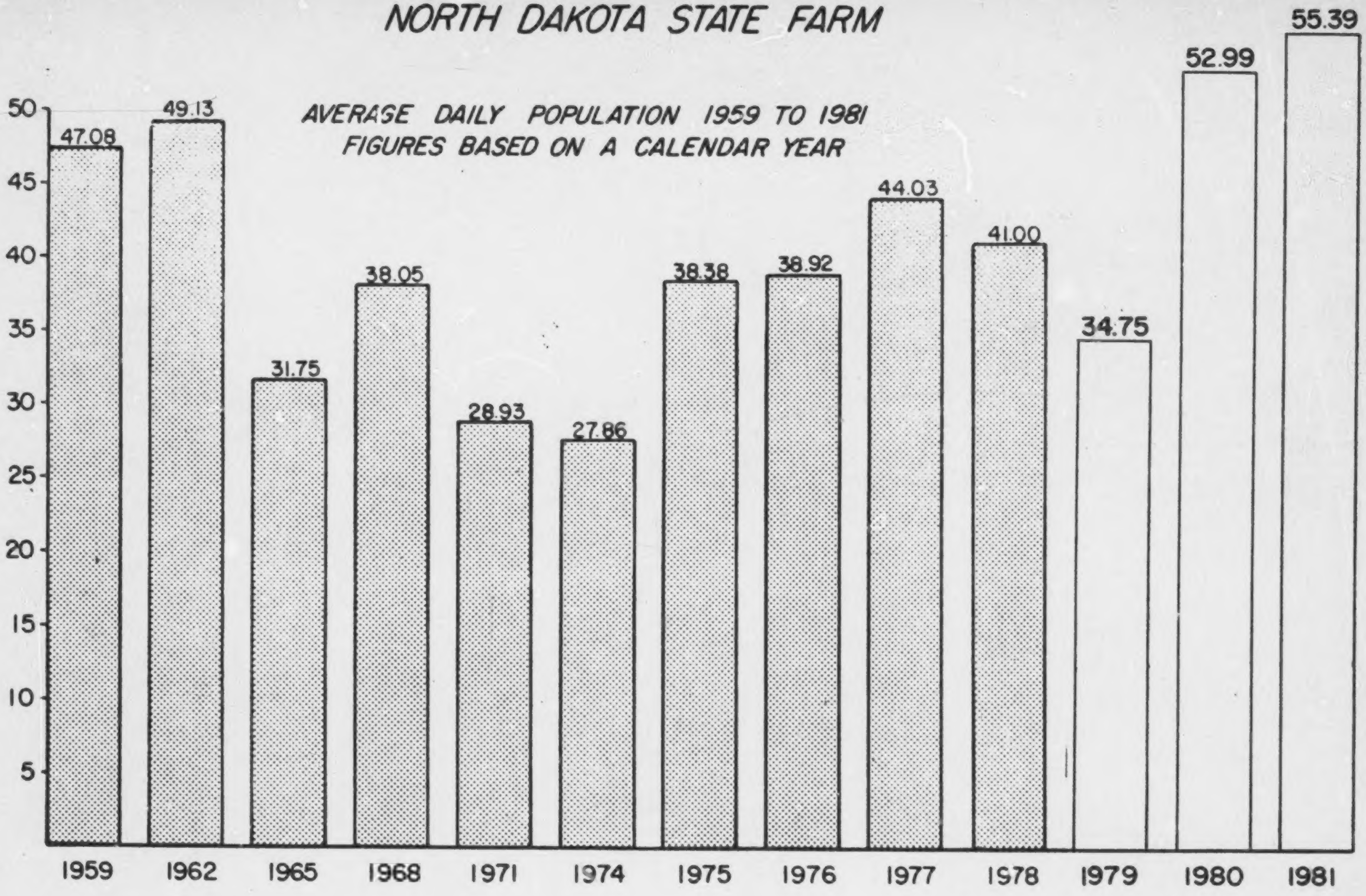
TABLE NO. 5
AVERAGE DAILY POPULATION*
For Two Year Period
N.D. State Farm

Average Daily Population for Year Ending June 30, 1980	42.78
Average Daily Population for Year Ending June 30, 1981	54.67
Average Daily Population for Two Year Period	48.73

*Based on Fiscal Year

NORTH DAKOTA STATE FARM

AVERAGE DAILY POPULATION 1959 TO 1981
FIGURES BASED ON A CALENDAR YEAR



1981 FIGURE FOR FIRST 6 MONTHS.
(JANUARY TO JUNE)

TABLE NO. 6
CRIMES CHARGED AGAINST INMATES
SENTENCED FROM NORTH DAKOTA
N.D. State Farm

Crime	Ending 6-30-80	Ending 6-30-81
Accomplice to Burglary	0	1
Accomplice to Escape	1	0
Accomplice to Robbery	1	0
Aggravated Assault	2	1
Aggravated Reckless Driving	1	0
Armed Robbery	0	1
Arson	1	1
Attempt to Elude a Peace Officer	1	0
Attempted Burglary	1	0
Attempted Theft of Property	0	1
Breaking into a Vehicle	1	10
Burglary	28	36
Conspiracy to Commit Theft	0	1
Criminal Mischief	0	6
Criminal Trespass	7	4
Delivery of a Controlled Substance	3	10
Delivery of a Controlled Substance, Amphetamines	0	4
Delivery of a Controlled Substance, Cocaine	0	1
Delivery of a Controlled Substance, Hash Oil	0	1
Delivery of a Controlled Substance, Hashish	0	2
Delivery of a Controlled Substance, LSD	0	4
Delivery of a Controlled Substance, Marijuana	1	3
Disorderly Conduct	1	0
Driving while under the Influence of Intoxicating Liquor	4	0
Driving while under Suspension	1	0
Escape	0	1
Failure to Appeal after Release - Bail Jumping	0	1
Failure to Stop & Render Assistance in an Accident involving Personal Injury	1	0
Felonious Restraint	1	0
Fleeing Probation	0	1
Forgery	5	12
Gambling	1	0
Gross Sexual Imposition	1	0
Issuing No Account Checks	2	3
Issuing Checks w/o Sufficient Funds	30	2
Leaving the Scene of an Accident	0	1

TABLE NO. 6 CONT'D

Crime	Ending 6-30-80	Ending 6-30-81
Menacing	2	1
Neglect of Child	0	1
Negligent Homicide	1	1
Perjury	0	2
Possession of Contraband Useful for Escape	0	1
Possession of a Controlled Substance	5	5
Possession of a Controlled Substance, Hashish	1	0
Possession of a Controlled Substance, Marijuana	2	0
Possession of a Controlled Substance, Oxycodone	1	0
Possession of a Controlled Substance w/Intent to Deliver	1	0
Possession of a Hallucinogenic Drug	1	0
Possession of Marijuana w/Intent to Deliver	1	0
Possession of Stolen Property	0	1
Preventing Arrest	1	1
Reckless Endangerment	4	4
Revocation of Suspended Sentence (Crime unspecified)	1	0
Robbery	1	1
Sale & Delivery of a Controlled Substance	1	0
Sale & Delivery of a Hallucinogenic Drug	1	0
Sale & Delivery of Marijuana	2	0
Sexual Assault	0	1
Simple Assault	1	1
Simple Assault on a Peace Officer	3	2
Solicitation of Minors	0	1
Starting the Engine of an Aircraft W/I 8 hours of Consuming Alcohol	0	1
Terrorizing	1	2
Theft	4	0
Theft of Property	39	37
Theft of Property by Deception	0	1
Theft of Services	0	2
Unauthorized Use of a Motor Vehicle	4	6
Unlawful Delivery of a Controlled Substance	0	1
Unlawful Possession of a Controlled Substance	1	0
	174	181

Note: Crimes exceed inmates received from courts as some inmates were charged with more than one crime.

NORTH DAKOTA STATE FARM
TABLE NO. 7A
DISPARAGEMENT OF SENTENCES ON CERTAIN CRIMES

From July 1, 1979 to June 30, 1981

CRIME	1	2	3	4	5	6	7	8	9	10	11	12	Other
Burglary						3				7		50	2 yrs.
Delivery of a Cont. Substance			1		1	2						27	
Forgery						2		1				12	361 days 100 days
Issuing NSF Checks or No Account Checks	1		1			3						21	
Possession of a Cont. Substance						2						12	2 yrs.
Possession of Marijuana												3	45 days
Theft						1						3	
Theft of Property	1	1		1	1	5		3	1			61	2 yrs.(2)
Unauthorized Use of a Vehicle						1						8	5 mos.& 16 days

TABLE NO. 7
SENTENCES OF INMATES
Received During Two Year Period
N.D. State Farm

Sentence	Ending 6-30-80	Ending 6-30-81
29 days	0	1
30 days	31	2
45 days	0	1
58 days	0	1
60 days	1	1
90 days	4	1
3 months	0	1
100 days	0	1
210 days	1	0
4 months	0	2
5 months	1	2
5 months and 16 days	1	0
6 months	17	11
8 months	3	2
8 months and 10 days	0	1
9 months	0	1
10 months	0	7
361 days	1	0
1 year	109	144
2 years	2	2
	172	179

Note: Number of sentences exceed number of inmates received as some inmates received more than one sentence.

TABLE NO. 8
COMMITMENTS FROM VARIOUS COUNTIES
Received During Two Year Period
N.D. State Farm

County	Ending 6-30-80	Ending 6-30-81	County	Ending 6-30-80	Ending 6-30-81
Barnes	3	0	Golden Valley	0	1
Benson	0	1	Grand Forks	12	16
Bottineau	0	4	Grant	1	1
Bowman	1	0	Griggs	1	1
Burleigh	16	8	Kidder	0	1
Cass	4	11	LaMoure	0	1
Cavalier	1	3	McHenry	3	1
Dickey	2	0	McKenzie	2	1
Divide	0	1	McLean	1	3
Eddy	1	0	Mercer	7	4
Emmons	1	0	Morton	11	6

TABLE NO. 8 CONT'D

County	Ending 6-30-80	Ending 6-30-81	County	Ending 6-30-80	Ending 6-30-81
Mountrail	2	0	Sheridan	1	0
Nelson	1	1	Stark	5	15
Pembina	2	0	Stutsman	4	6
Pierce	0	1	Towner	0	1
Ramsey	0	4	Traill	1	2
Ransom	4	2	Walsh	4	1
Renville	0	1	Ward	7	13
Richland	3	5	Wells	1	1
Rolette	3	0	Williams	4	12
Sargent	0	1			
				109	130

Note: Commitments exceed number of inmates received as some inmates were sentenced in more than one county.

TABLE NO. 9
AGES OF INMATES
Received During Two Year Period
N.D. State Farm

Age	Ending 6-30-80	Ending 6-30-81	Age	Ending 6-30-80	Ending 6-30-81
16	0	2	30	3	3
17	5	1	31	2	0
18	11	20	32	1	2
19	18	20	33	1	1
20	14	16	34	0	2
21	9	14	35	3	3
22	11	9	36	1	0
23	7	11	39	1	1
24	5	3	41	2	0
25	2	5	43	0	1
26	1	4	44	0	1
27	3	5	52	1	0
28	3	2	53	1	0
29	4	2	55	0	1
				109	129

TABLE NO. 10
OCCUPATIONS OF INMATES
Received During Two Year Period
N.D. State Farm

Occupation	Ending 6-30-80	Ending 6-30-81
Aerial Crop Sprayer	1	0
Air Force	0	1
Apprentice Plumber	1	0
Architect	1	0
Auctioneer	1	0
Autobody Repairman	3	1
Baker	0	1
Beekeeper	0	1
Bricklayer	1	0
Carpenter	12	15
Commercial Artist	0	1
Computer Operator	1	0
Construction	5	8
Contractor	0	1
Cook	2	2
Counselor	0	1
Disc Jockey	1	0
Draftsman	1	1
Electrician	1	1
Electronic Technician	1	0
Engineer	0	2
Farmer or Farm Laborer	6	9
Fireman	0	1
Heavy Equipment Operator	3	2
Laborer	42	49
Machinist	2	1
Maintenance	0	4
Manager	1	1
Meatcutter	1	0
Mechanic	5	10
None	2	6
Oilfield Worker	6	7
Painter	1	1
Roofer	2	2
Salesman	3	0
Secretary	0	1
Sheetrocker	0	1
Student	3	0
Truck Driver	5	5
Welder	7	8
	121	144

Note: Number of occupations exceed number of inmates as some inmates list more than one occupation.

TABLE NO. 11
NATIVITY OF INMATES
Received During Two Year Period
N.D. State Farm

State or Nation	Ending 6-30-80	Ending 6-30-81
California	3	3
Colorado	0	1
District of Columbia	0	1
Idaho	0	2
Illinois	2	1
Indiana	0	1
Iowa	1	0
Michigan	0	1
Minnesota	9	15
Missouri	1	0
Montana	3	2
Nevada	0	2
New York	1	1
North Dakota	73	81
Ohio	0	1
Oregon	1	1
South Dakota	6	4
Texas	2	4
Utah	0	1
Vermont	0	1
Virginia	1	1
Washington	1	1
Wisconsin	1	0
Canada	2	1
Korea	1	0
Bolivia	0	1
Hue, VietNam	0	1
Paris, France	0	1
Tehran	1	0
	109	129

TABLE NO. 12
PREVIOUS FELONY CONVICTIONS OF INMATES
Received During Two Year Period
N.D. State Farm

Previous Convictions	Ending 6-30-80	Ending 6-30-81
No Previous Convictions	99	115
One Previous Conviction	8	10
Two Previous Convictions	0	1
Three Previous Convictions	1	2
Four Previous Convictions	1	1
	109	129

TABLE NO. 13
RELIGION OF INMATES
Received During Two Year Period
N.D. State Farm

Religion/Denomination	Ending 6-30-80	Ending 6-30-81
Assembly of God	2	0
Baptist	3	6
Buddhist	0	1
Catholic	40	51
Christian	1	3
Congregational	1	0
Episcopalian	0	2
Lutheran	40	40
Methodist	4	4
Nazarene	0	1
None	10	8
Pentecostal	0	1
Presbyterian	4	4
Protestant	4	7
United Church of Christ	0	1
	109	129

TABLE NO. 14
RESIDENCE OF INMATES
Received During Two Year Period
N.D. State Farm

State or Nation	Ending 6-30-80	Ending 6-30-81
California	2	2
Colorado	1	1
Idaho	0	1
Iowa	1	0
Minnesota	5	6
Montana	2	2
New Mexico	1	0
None	2	3
North Carolina	1	0
North Dakota	91	108
Ohio	0	1
Oregon	1	0
Texas	1	2
Wisconsin	0	1
Wyoming	0	2
Canada	1	0
	109	129

TABLE NO. 15
CITIZENSHIP OF INMATES
Received During Two Year Period
N.D. State Farm

	Ending 6-30-80	Ending 6-30-81
Citizens of United States	107	128
Noncitizens of United States	2	1
	109	129

TABLE NO. 16
RACE AND SEX OF INMATES
Received During Two Year Period
N.D. State Farm

Race and Sex	Ending 6-30-80	Ending 6-30-81
Male Caucasian	90	108
Male Indian	15	15
Female Indian	0	1
Male Mexican	2	3
Male Asian	2	1
Male Spanish	0	1
	109	129

TABLE NO. 17
MARITAL STATUS OF INMATES
Received During Two Year Period
N.D. State Farm

Marital Status	Ending 6-30-80	Ending 6-30-81
Single	82	97
Married	14	18
Separated	2	3
Divorced	10	11
Widowed	1	0
	109	129

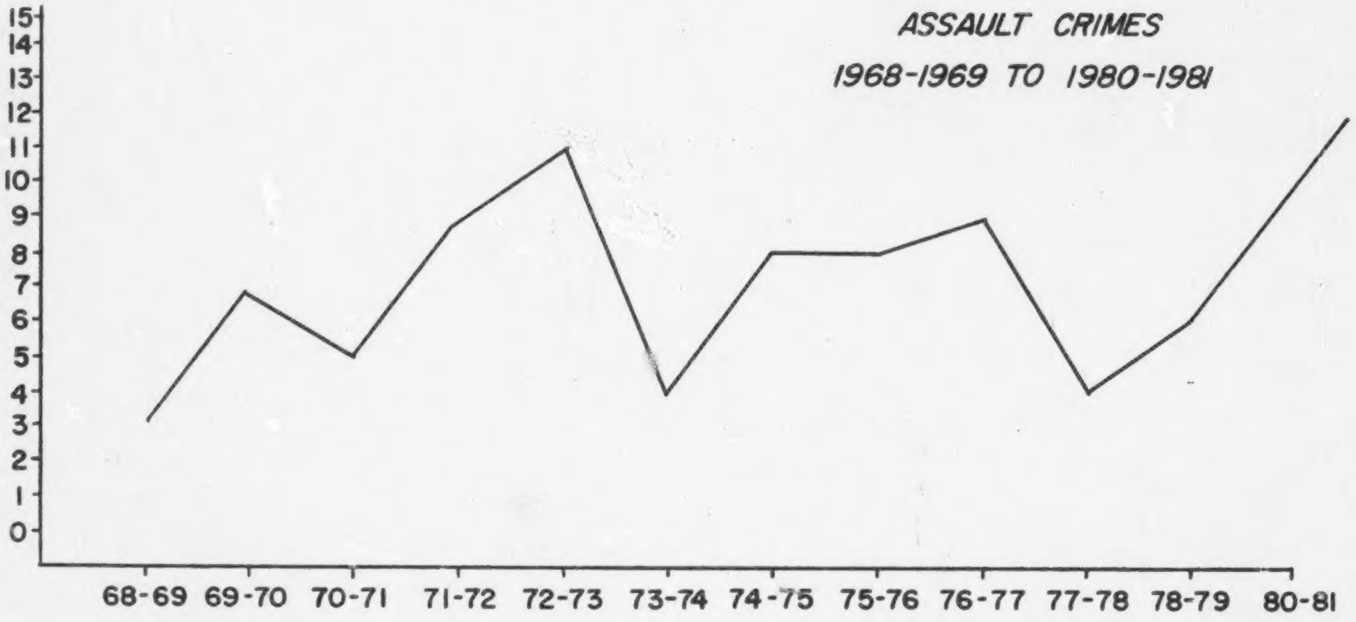
TABLE NO. 18
EMPLOYMENT STATUS OF INMATES
Received During Two Year Period
N.D. State Farm

	Ending 6-30-80	Ending 6-30-81
Employment at time of arrest	54	64
Unemployment at time of arrest	55	65
	109	129

TABLE NO. 19
EDUCATION OF INMATES
Received During Two Year Period
N.D. State Farm

Education	Ending 6-30-80	Ending 6-30-81
6 years	1	1
7 years	0	6
8 years	11	11
9 years	15	12
10 years	14	24
11 years	14	15
12 years	33	36
GED	10	13
13 years	3	6
14 years	4	3
15 years	1	0
16 years	1	1
17 years	1	0
18 years	1	0
None	0	1
	109	129

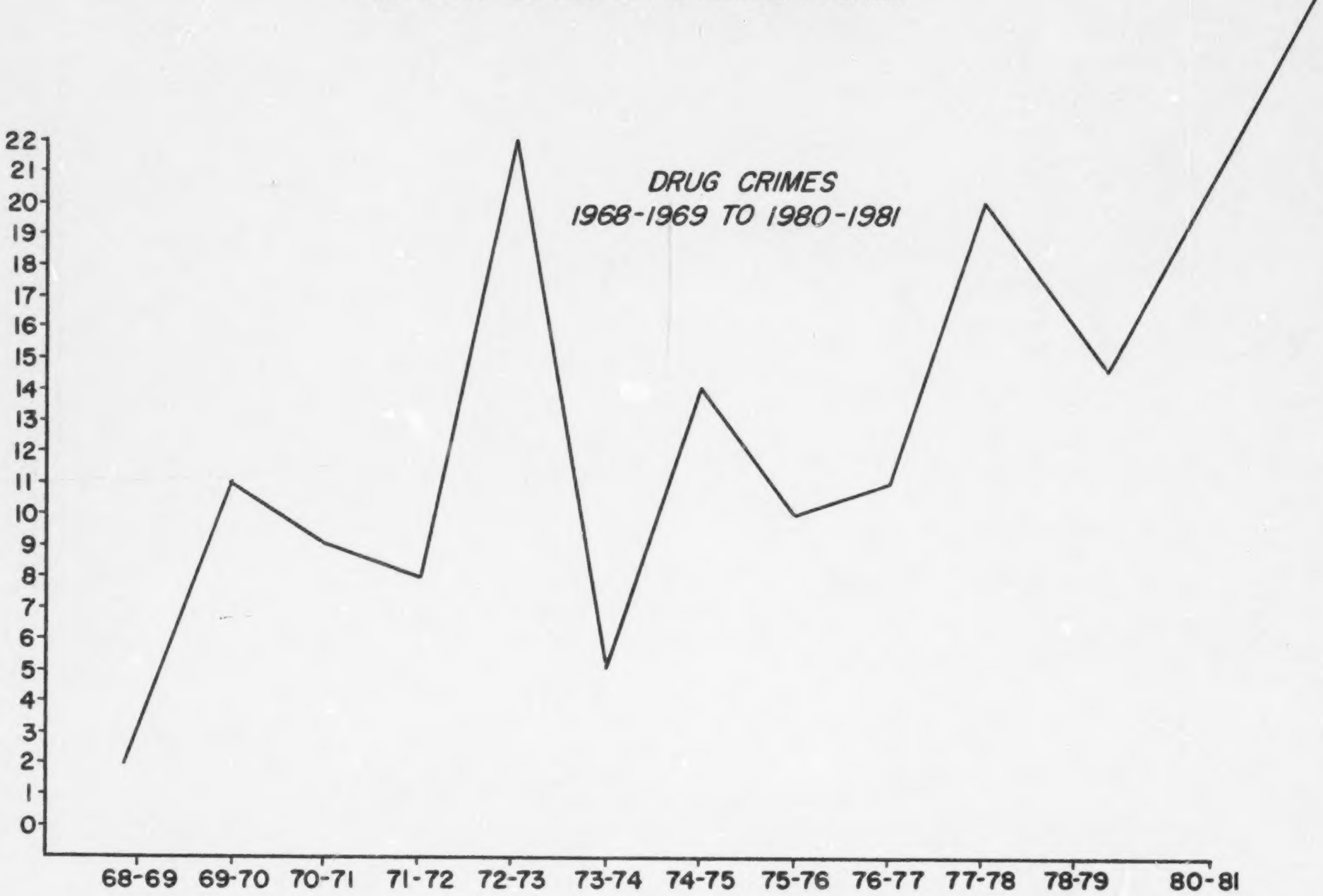
NORTH DAKOTA STATE FARM



ASSAULT CRIMES
1968-1969 TO 1980-1981

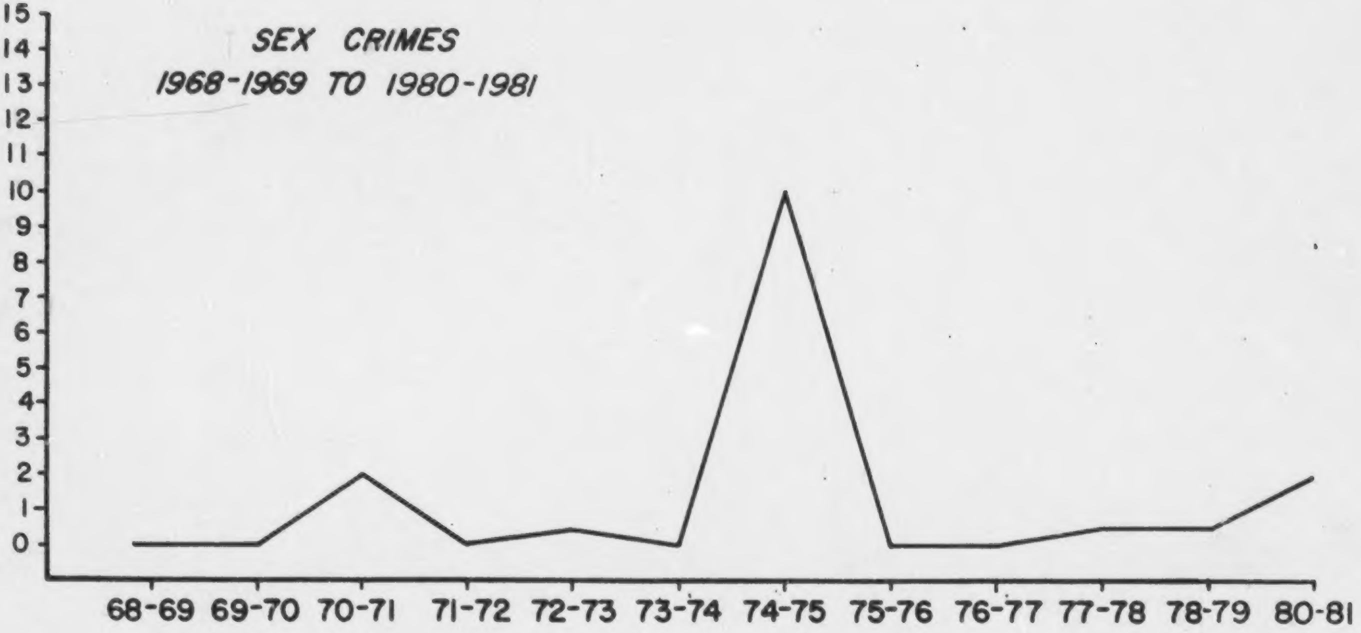
*FIGURES BASED ON A FISCAL YEAR

NORTH DAKOTA STATE FARM



*FIGURES BASED ON A FISCAL YEAR

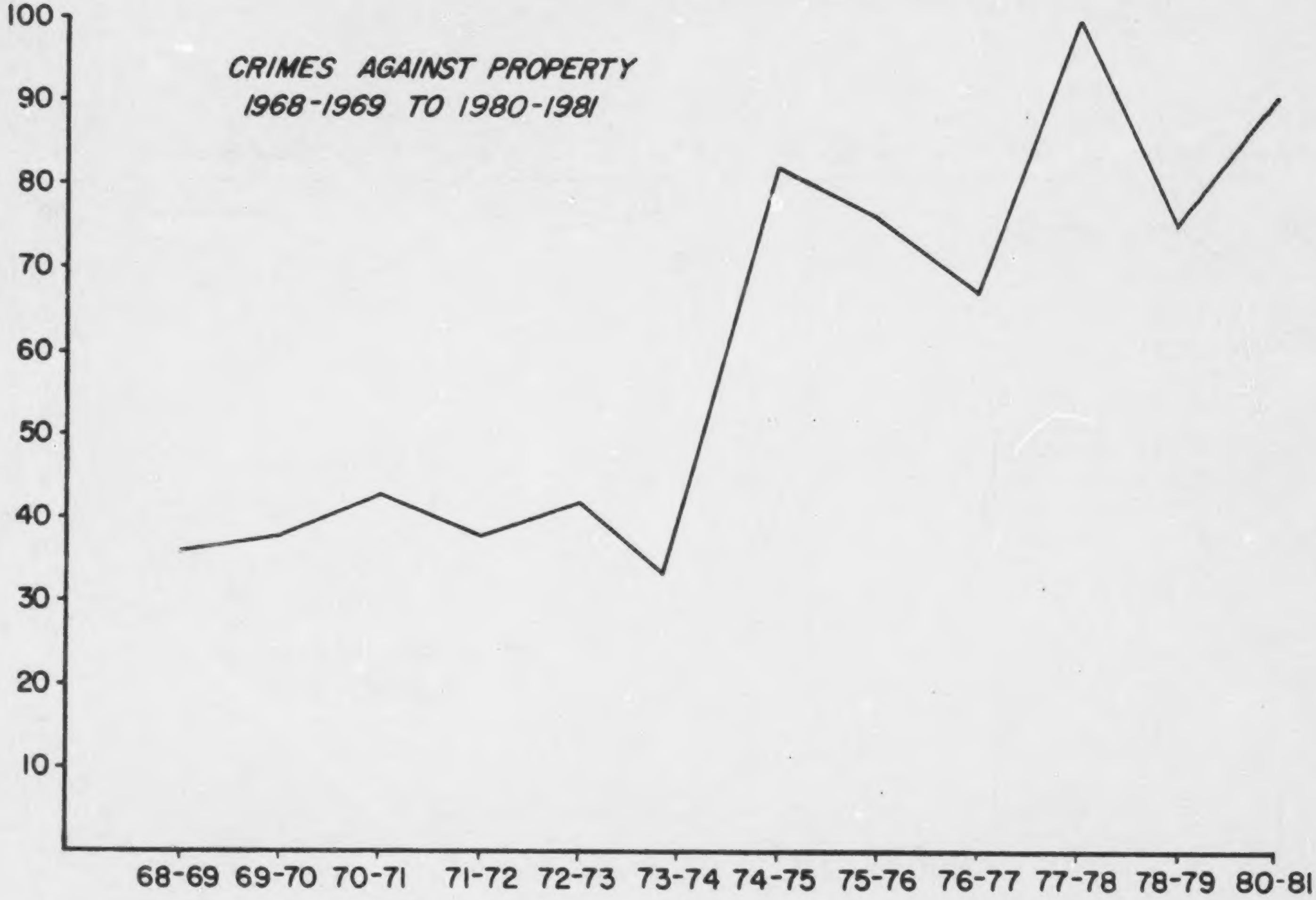
NORTH DAKOTA STATE FARM



SEX CRIMES
1968-1969 TO 1980-1981

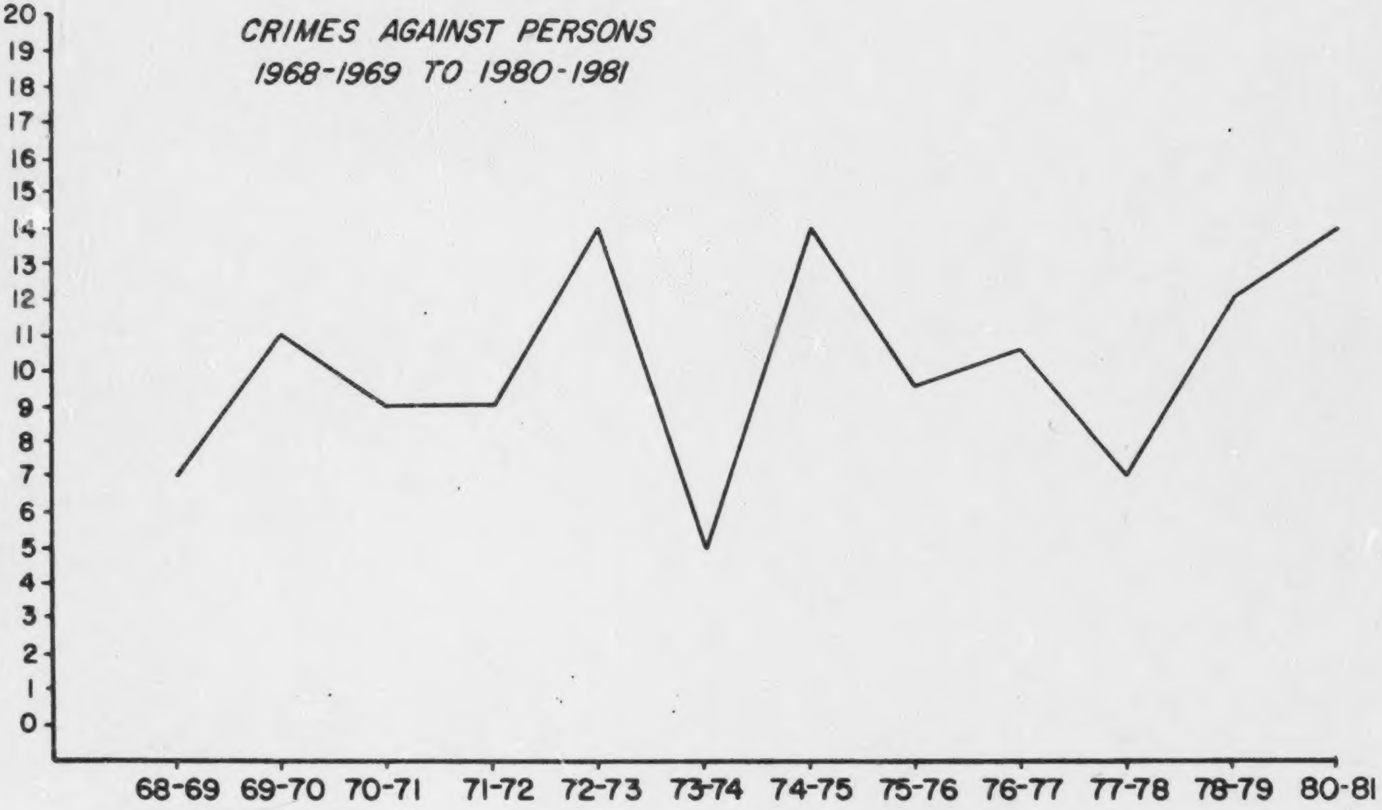
FIGURES BASED ON A FISCAL YEAR.

NORTH DAKOTA STATE FARM



* FIGURES BASED ON FISCAL YEAR

NORTH DAKOTA STATE FARM



CRIMES AGAINST PERSONS
1968-1969 TO 1980-1981

*FIGURES BASED ON FISCAL YEAR.

PROFILE OF A TYPICAL STATE FARM INMATE

July 1, 1979 - June 30, 1981

THE TYPICAL INMATE:

is white (87%) Indian (13%)

is male (99%) female (1%)

is currently 20 years old (average) Median 21 years
Mode 19 years

was convicted of theft of property (32%)
burglary (27%)

was sentenced in Grand Forks (12%)
Burleigh (10%)
Ward (8%)
Stark (8%)
Cass (7%)
Williams County (7%)

was born in North Dakota (65%) and had residence in North Dakota (84%)

is serving a sentence of 1 year (72%)
6 months (8%)

if time was suspended received at least 6 months credit (12%)

has worked primarily as a laborer (34%)
carpenter (10%)
mechanic (6%)

has had no previous convictions (90%)

is of Catholic (38%) or Lutheran (34%) denomination

is single (75%)

was unemployed at the time of his arrest (50%)

has had 12 years of education (29%)
9 years of education (11%)

NORTH DAKOTA STATE PENITENTIARY

REVENUE/EXPENDITURES FOR FISCAL YEAR ENDING JUNE 30, 1980

8145	Care & Treatment	$249,447.43
8613	Lease-Rental of Equipment	243.12
8750	Sale of Meals	11,426.75
8784	Misc. Sales	22.91
8888	Law Enforcement Grants	2,973.30
8889	Miscellaneous	21,377.02
8955	Miscellaneous Refunds	69.50
	Total Revenue	$285,560.03
1000	Salaries & Wages	$1,371,721.26
1080	Temporary Salaries	45,801.61
1090	Overtime	107,622.52
1095	Severance Pay	5,019.22
1830	Social Security	94,394.51
1840	Hospital Insurance	89,313.50
1850	Workmen's Comp. Premium	22,351.29
1870	Unemployment Insurance	7,052.20
1880	State Ret. Contribution	66,221.47
	Total Salaries	$1,809,497.58
2019	Microfilm	$ 5,033.02
2110	In State Meals	$569.31
2111	Out of State Meals	687.50
2115	In State Lodging	420.64
2116	Out of State Lodging	774.18
2120	In State Mileage	665.20
2121	Out of State Mileage	262.92
2130	Commercial Trans.-Other	376.53
2131	Commercial Trans.-Air	3,999.62
2150	Miscellaneous Travel	157.49
2160	Travel-Non Employee	3,964.40
2185	Patient & Inmate Allow	43,308.63
2210	Water-Garbage	25,472.49
2220	Natural Gas	83,593.58
2230	Electricity	22,726.11
2300	Lease-Rentals	66.43
2310	Rent of Equip.-Inc. Film	3,445.69
2330	Office Equipment Rental	1,514.68
2370	Rent of Land	25.00
2399	Rents not Classified	6.00
2400	Mailing Services	.40
2410	Postage & PO Box Rental	8,109.45
2420	Telephone	6,910.28
2500	Repair Equip.-Office	305.25
2505	Repair Equip-Automobiles	52.00

NORTH DAKOTA STATE PENITENTIARY

REVENUE/EXPENDITURES FOR FISCAL YEAR ENDING JUNE 30, 1980

2510	Repair Equip.-Other	$737.40
2515	Service Contract-Office Equip.	818.00
2520	Service Contract-Other	1,538.00
2599	Repairs not classified	1,255.29
2611	Medical-include Hospital	53,619.35
2613	Audit	2,280.00
2621	Veterinary	20.00
2680	Instructors	30,866.95
2699	Professionals Not Class.	26,427.28
2720	Property	5,734.04
2799	Other Insurance	30.00
2911	Newspaper Fees	1,489.96
2913	Book Binding	21.70
2914	Licenses	136.00
2915	Dues-Memberships	130.33
2916	Freight & Express	3,251.57
2918	Extermination Services	1,398.16
2921	Professional Development	85.00
2931	Inmate Release	243.65
2975	Tuition Fees	10,950.90
2976	Stipends	10,412.67
2999	Other Miscellaneous Fees	480.30
	Total Fees	$359,340.33

3050	Office Supplies	$6,062.66
3200	Printing -From Cent. Repro.	3,424.44
3205	Printing-From other	1,467.21
3210	Books	1,899.10
3215	Periodicals & Subcription	1,434.11
3225	Educational Supplies	615.46
3230	Paper Products	174.30
3250	Testing Materials	120.00
3260	Photography Supplies	206.09
3300	Food Supplies	307,555.54
3350	Dry Goods	61,237.64
3355	Uniforms	13,047.99
3400	Lab Supplies	645.84
3410	Veterinary Supplies	103.64
3420	Medicine & Drugs	14,536.69
3430	Optical Supplies	4,868.00
3435	Other Surgical & Med. Supplies	1,451.99
3465	Silverware & Utensils	1,618.56
3470	Laundry Supplies	7,547.22
3475	Janitorial	21,885.21
3500	Seed-Fertilizer	2,545.57
3505	Trees	226.00
3550	Hardware & Building Supplies	5,156.25
3555	Expendable Tools	5,078.59

NORTH DAKOTA STATE PENITENTIARY

REVENUE/EXPENDITURES FOR FISCAL YEAR ENDING JUNE 30, 1980

3560	Paint	$5,235.77
3565	Other building & Equip. Supplies	3,127.07
3570	Plumbing	17,598.00
3575	Electrical	7,470.33
3580	Boiler	135.62
3585	Equip. Repair Parts	26,776.00
3600	Heating	2,908.22
3605	Other Petroleum Products	6,104.76
3700	Films	1,339.03
3710	Trophies	73.60
3715	Ammunition	1,078.49
3720	Supplies not Classified	32,318.04
3725	Recreational Supplies	5,544.62
3730	Audio Visual	4,260.84
3750	Metal, Lumber-Cement	9,983.21
3760	Misc. Mfg. Supplies	475.00
3800	Fuel & Oil	33,747.65
	Total Supplies	$621,084.35
4110	Radio Equipment	$4,828.00
4150	Equipment under $100	341.14
4170	Furniture & Furnishings	51,498.35
4180	Motor Vehicles	10,094.00
4190	Machinery	13,903.29
	Total Equipment	$80,664.78
5209	Major Improvements	$86,964.59
7709	Federal Staff Training	$10,617.84

NORTH DAKOTA STATE PENITENTIARY

REVENUE/EXPENDITURES FOR FISCAL YEAR ENDING JUNE 30, 1981

8145	Care & Treatment	$264,983.79
8613	Lease-Rental of Equipment	664.68
8750	Sale of Meals	12,181.92
8849	Miscellaneous	1.95
8888	Law Enforcement Grants	1,149.95
8889	Miscellaneous Grants	19,728.29
8955	Miscellaneous Refunds	6.43
8999	Miscellaneous	63,200.00
		$361,917.01

1000	Salaries & Wages	$1,625,756.10
1080	Temporary Salaries	62,971.75
1090	Overtime	139,869.93
1095	Paid Annual Leave	5,741.77
1820	Oasis Assessment	5,554.44
1830	Social Security	119,130.35
1840	Hospital Insurance	89,832.56
1850	Workmen's Compensation	19,173.34
1870	Unemployment Insurance	7,308.52
1880	State Ret. Contribution	79,585.66
		$2,154,924.42

2019	Microfilm	$9,118.73

2110	In State Meals	$649.92
2111	Out of State Meals	639.00
2115	In State Lodging	548.59
2116	Out of State Lodging	623.85
2120	In State Mileage	261.20
2121	Out of State Mileage	82.18
2130	Commercial Trans.-Other	456.38
2131	Commercial Trans.-Air	5,142.04
2150	Miscellaneous Travel	205.43
2160	Travel-Non Employees	2,447.83
2185	Inmate Allowance	66,249.61
2210	Water-Garbage	25,748.19
2220	Natural Gas	96,676.99
2230	Electricity	20,299.16
2300	Lease-Rental	300.00
2310	Rent of Equip.-Incl. Films	8,520.36
2311	Rental of EDP-Equipment	111.00
2330	Office Equipemnt Rental	138.00

NORTH DAKOTA STATE PENITENTIARY

REVENUE/EXPENDITURES FOR FISCAL YEAR ENDING JUNE 30, 1981

2399	Rents Not Classified	$235.38
2410	Postage & PO Box Rental	4,133.25
2420	Telephone	3,777.93
2500	Repair Equip.-Office	25.50
2505	Repair Equip.-Auto	105.30
2510	Repair Equip.-Other	187.00
2515	Service Contract-Office Equip.	1,440.25
2520	Service Contract-Other	1,709.00
2599	Repairs Not Classified	857.34
2611	Medical-Including Hospital	47,420.66
2613	Audit	423.91
2614	Engineers	4,399.41
2650	Management & Cons. Service	3,759.21
2680	Instructors	37,809.13
2699	Professionals Not Classified	37,838.98
2720	Property	8,000.07
2730	Liability	2,297.95
2799	Other Insurance	96.00
2911	Newspaper Fees	1,833.41
2914	Licenses	110.00
2915	Dues	15.00
2916	Freight & Express	5,890.26
2918	Extermination Fees	1,390.14
2921	Professional Development	12.00
2931	Inmate Release	2,951.71
2975	Tuition Fees	13,932.70
2976	Stipends	25,489.14
		$435,240.36

3050	Office Supplies	$5,929.48
3105	Data Processing Supplies-Misc.	3.08
3200	Printing-From Cent. Repro.	3,638.41
3205	Printing-From Other	1,972.07
3210	Books	2,839.87
3215	Periodicals & Subcriptions	1,938.60
3220	Books Salvage	14.00
3260	Photography Supplies	267.40
3300	Food Supplies	399,152.77
3350	Dry Goods	102,685.03
3355	Uniforms	1,346.50
3400	Lab Supplies	9,577.65
3410	Veterinary Supplies	17.46
3420	Medicine & Drugs	13,594.47
3430	Optical Supplies	3,062.00
3435	Other Surgical & Med. Supplies	286.27

NORTH DAKOTA STATE PENITENTIARY

REVENUE/EXPENDITURES FOR FISCAL YEAR ENDING JUNE 30, 1981

3460	Dishes	$2,717.31
3465	Silverware & Utensils	995.07
3470	Laundry Supplies	9,192.30
3475	Janitorial	31,505.05
3500	Seed Fertilizer	1,955.26
3505	Trees-Shrubs	166.63
3550	Hardware & Building Supplies	5,918.34
3555	Expendable Tools	4,694.72
3560	Paint	2,950.38
3565	Other Building & Equip. Supplies	1,879.67
3570	Plumbing	5,976.31
3575	Electrical	9,638.31
3580	Boiler	8,513.58
3585	Equip. Repair Parts	30,133.74
3600	Heating	5,169.26
3605	Other Petlm & Fuel Products	9,179.97
3650	Traffic Service Supplies	76.96
3655	Roadside Development Supplies	98.60
3700	Films	-84.93
3710	Trophies & Awards	327.14
3715	Ammunition	562.55
3720	Supplies Not Classified	15,728.41
3721	Rescue Equipment	46.50
3725	Recreational Supplies	1,968.25
3730	Audio Visual	3,474.78
3750	Metals Lumber, Cement	4,958.28
3760	Misc. Mfg. Supplies	121.50
3800	Fuel & Oil	34,673.28
3807	Repair Parts-Radios	1.77
3964	Chemicals	147.10
3972	Health & Beauty Supplies	20.00
		$739,031.15
4100	Shop Equipment	$132.67
4150	Equipment under $100	659.95
4160	Office Machines	149.70
4170	Furniture & Furnishings	1,722.80
4190	Machinery & Other Equipment	1,288.50
4200	Livestock	559.80
		$4,513.42
5550	Contract Payments-Other	$15,472.52
5219	Em. Clause Major Imp.	$24,466.93
7709	Federal Staff Training	$10,078.65

NORTH DAKOTA STATE PENITENTIARY

COMPARATIVE STATEMENT OF CHANGES IN INMATE FUNDS BALANCES
For fiscal years ended June 30, 1980 & 1981

	FISCAL YEAR	
	1980	1981
INMATE FUNDS - TRUSTS & AGENCY		
Beginning Balances:		
Inmate Personal	$33,354.85 *1	$17,471.77
Inmate Temporary Aid	10,072.26 *2	12,042.34
Cable	-0-	-0-
Commissary	14,347.16	12,603.50
Room & Board	-0-	11.40
Support & Restitution	-0-	-0-
Postage	-0-	-0-
Balance as of June 30, 1980	$57,864.27	
Balance as of June 30, 1981		$42,129.01
ADDITIONS:		
Inmate Personal	$394,854.55	$386,989.87
Inmate Temporary Aid	17,612.74	23,777.08
Cable	-0-	4,913.46
Commissary	149,728.96	188,373.22
Room & Board	7,166.05	2,830.76
Support & Restitution	3,134.51	150.00
Postage	2,774.00	3,895.56
Total Additons	$575,270.81	$610,929.95
Total Funds Available	$633,135.08	$65,058.96
DEDUCTIONS:		
Inmate Personal	$410,737.63	$387,959.56
Inmate Temporary Aid	15,642.66	22,484.72
Cable	-0-	3,425.06
Commissary	151,562.62	185,081.02
Room & Board	7,154.65	2,842.16
Support & Restitution	3,134.51	150.00
Postage	2,774.00	3,895.56
Total Deductions	$591,006.07	$605,838.08
Balance as of June 30, 1980	$42,129.01	
Balance as of June 30, 1981		$47,220.88

NORTH DAKOTA STATE PENITENTIARY

COMPARATIVE STATEMENT OF CHANGES IN INMATE FUNDS BALANCES
For fiscal years ended June 30, 1980 & 1981

	FISCAL YEAR	
	1980	1981
Balances consist of:		
Inmate Personal	$17,471.77 *3	$16,502.08*6
Inmate Temporary Aid	12,042.34 *4	13,334.70*7
Cable	-0-	1,488.40*8
Commissary	12,603.50 *5	15,895.70*9
Room & Board	11.40	-0-
Support & Restution	-0-	-0-
Postage	-0-	-0-
Total	$42,129.01	$47,220.88

*1	Includes Accounts Receivable of	$18,774.41
*2	Includes Accounts Receivable of	2,559.16
*3	Includes Accounts Receivable of	11,695.27
*4	Includes Accounts Receivable of	1,942.45
*5	Includes Accounts Receivable of	451.21
*6	Includes Accounts Receivable of	23,985.10
*7	Includes Accounts Receivable of	4,125.64
*8	Started April, 1981	
*9	Includes Accounts Receivable of	170.99

NORTH DAKOTA STATE PENITENTIARY

GARDEN REPORT
CALENDAR YEAR 1979

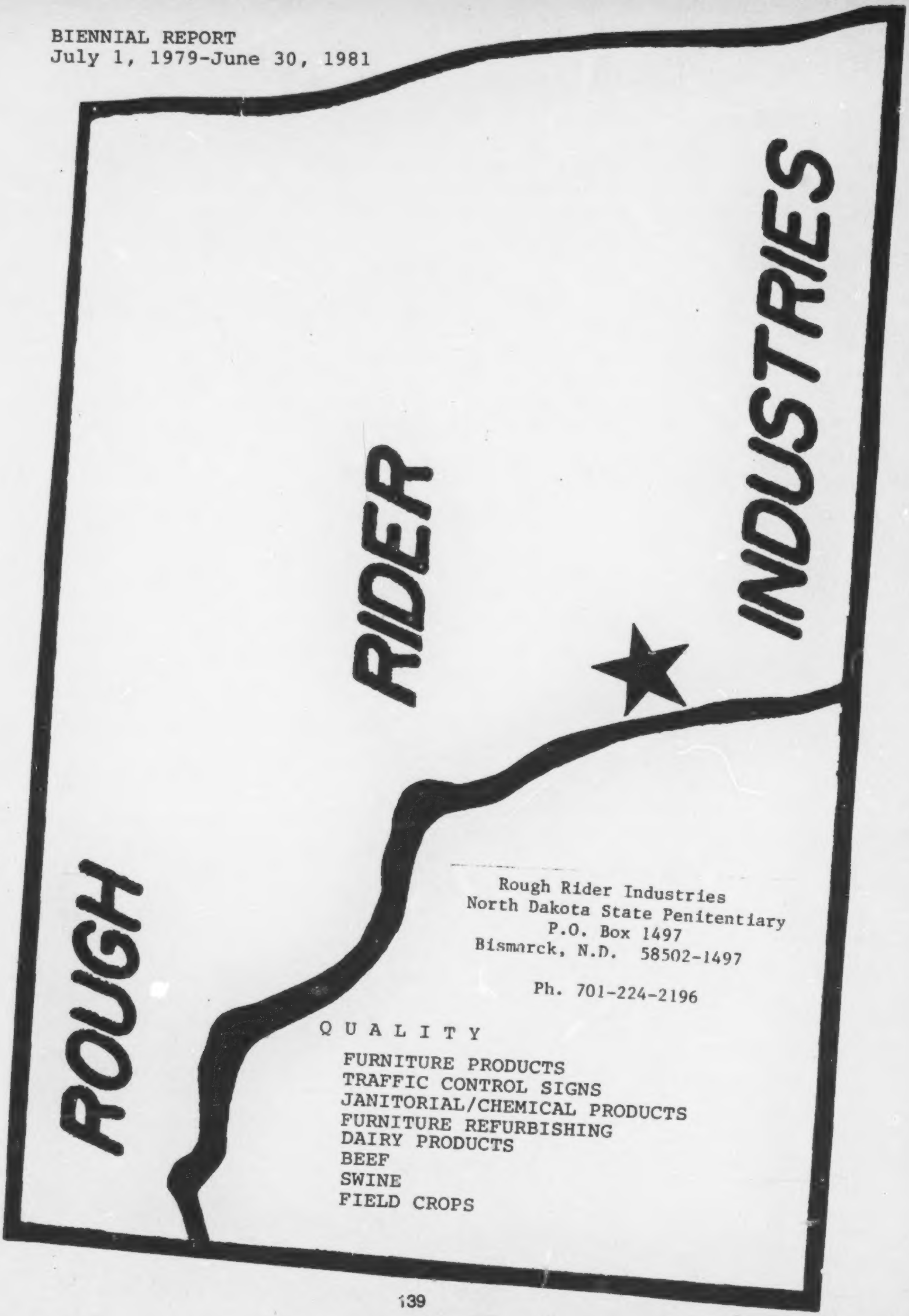
Description	Penitentiary	State Farm	Unit Cost	Total
Dry Onion	5,731 Lbs.	700 Lbs.	$.065/ lb.	$3,890.76
Green Onion	841 Lbs.	---	1.09/ lb.	916.69
Lettuce-Head	493 Lbs.	---	.89/ Lb.	438.77
Radishes	411 Lbs.	80 Lbs.	.39/ Lb.	191.49
Carrots	15,350 Lbs.	450 Lbs.	.39/ Lb.	6,162.00
Beets	1,346 Lbs.	---	.39/ Lb.	524.94
Golden Beets	125 Lbs.	---	.39/ lb.	48.75
Cabbage	8,349 Lbs.	700 Lbs.	.25/ Lb.	2,262.25
Red Cabbage	1,374 Lbs.	---	.25/ Lb.	343.50
Spinach	1,185 Lbs.	---	1.39/ Lb.	1,647.15
Watermelon	3,350 Lbs.	350 Lbs.	.15/ Lb.	555.00
Corn	1,141 Doz.	950 Doz.	.75/Doz.	1,568.25
Squash	3,772 Lbs.	1,020 Lbs.	.19/ Lb.	910.48
Cucumbers	10,140 Lbs.	---	.27/ Lb.	2,737.80
Peas	390 Lbs.	---	.62/ Lb.	241.80
Rutabaga	450 Lbs.	---	.15/ Lb.	67.50
Peppers	1,205 Ea.	---	1.00/3 ea.	401.67
Cauliflower	810 Lbs.	---	.49/ Lb.	396.90
Turnips	400 Lbs.	---	.15/ Lb.	60.00
Broccoli	87 Lbs.	---	1.75/ Lb.	152.25
Celery	736 Ea.	120 Ea.	.50/ Ea.	428.00
Tomatoes	6,519 Lbs.	---	.60/ Ea.	3,911.40
Muskmelon	1,954 Lbs.	---	.79/ lb.	1,543.66
Yellow Beans	1,407.5 Lbs.	---	.55/ Lb.	774.13
Green Beans	1,882 Lbs.	---	.55/ Lb.	1,035.10
Eggplant	4,462 Lbs.	---	.40/ Lb.	1,784.00
Garlic	143 Lbs.	---	4.00/ Lb.	572.00
Beans	---	17,131.82 Lb.	.44/ Lb.	7,538.00
Potatoes (White)	15,381 Lbs.	83,200 Lb.	7.50/Cwt.	7,393.58
Potatoes (Red)	---	233,800 Lb.	5.50/Cwt.	12,859.00
Pinto Beans	---	9,400 Lb.	.49 Lb.	4,606.00
Great Northern	---	3,000 Lb.	.49 Lb.	1,470.00
Rhubard	---	500 Lb.	.40 Lb.	200.00
Apples	---	350 Lb.	.39 Lb.	136.50
Grand Total				$67,770.12

NORTH DAKOTA STATE PENITENTIARY

GARDEN REPORT
CALENDAR YEAR 1980

Description	Penitentiary	State Farm	Unit Cost	Total
Green Onion	2,296 Lbs.	---	$ .89/ Lb.	$2,043.44
Dry Onion	3,860 Lbs.	2,800 Lbs.	.59/ Lb.	3,929.40
Radishes	733 Lbs.	---	.49/ Lb.	359.17
Carrots	14,432 Lbs.	150 Lbs.	.39/ Lb.	5,686.98
Cabbage	6,932 Lbs.	1,750 Lbs.	.20/ Lb.	1,736.40
Lettuce	1,349 Head	---	.72/ Hd.	971.28
Celery	208 Sts.	---	.69/Stks.	143.52
Cauliflower	471 Lbs.	1,375 Lbs.	.65/ Lb.	1,199.90
Peppers	203 Lbs.	---	1.98/ Hd.	401.94
Tomatoes	7,859 Lbs.	---	.50/ Lb.	3,929.50
Beets	1,024 Lbs.	---	.49/ Lb.	501.76
Yellow Beans	1,912 Lbs.	---	.50/ Lb.	956.00
Green Beans	1,687 Lbs.	---	.50/ Lb.	843.50
Garlic	685 Lbs.	---	3.50/ Lb.	2,397.50
Cucumbers	8,279 Lbs.	---	.35/ Lb.	2,897.65
Watermelon	1,506 Lbs.	---	.20/ Lb.	301.20
Muskmelon	1,965 Lbs.	---	.25/ Lb.	491.25
Rutabaga	1,540 Lbs.	---	.39/ Lb.	600.60
Pumpkin	1,300 Lbs.	---	.03/ Lb.	39.00
Table Queen Squash	2,600 Lbs.	---	.25/ Lb.	650.00
Buttercup Squash	850 Lbs.	---	.25/ Lb.	212.50
Summer Squash	1,087 Lbs.	---	.25/ Lb.	271.75
Spinach	49 Lbs.	---	5.00/ Lb.	245.00
Potatoes	1,171 Lbs.	178,500 Lbs.	4.65/ Cwt.	8,354.70
Rhubard	699 Lbs.	500 Lbs.	.40/ Lb.	479.60
Swiss Chard	16 Bu.	---	5.00/ Bu.	80.00
Peas	575 Lbs.	---	.75/ Lb.	431.25
Eggplant	422 Ea.		.69/ Ea.	291.18
Acorn Squash	952 Lbs.	---	.20/ Lb.	190.40
Parsnips	2,856 Lbs.	---	.39/ Lb.	1,113.84
Brussel Sprouts	240 Lbs.	---	.98/ Lb.	235.20
Grand Total				$41,985.41

BIENNIAL REPORT
July 1, 1979-June 30, 1981



Rough Rider Industries
North Dakota State Penitentiary
P.O. Box 1497
Bismarck, N.D. 58502-1497

Ph. 701-224-2196

QUALITY

- FURNITURE PRODUCTS
- TRAFFIC CONTROL SIGNS
- JANITORIAL/CHEMICAL PRODUCTS
- FURNITURE REFURBISHING
- DAIRY PRODUCTS
- BEEF
- SWINE
- FIELD CROPS

ROUGH RIDER INDUSTRIES

PURPOSE

1. To the fullest extent possible, Rough Rider Industries provides a diversified program of industrial operations, containing as many training skills as possible, doing this in such a manner as to provide a minimum of competition with private industry and labor.

2. Employment that provides inmates with work, occupational knowledge and skill, plus money for personal expenses and family assistance.

3. Provides on-the-job training in entry-level skills.

4. Provides personal motivation, individual responsibility, self-evaluation, good work habits, and salable job skills.

ROUGH RIDER INDUSTRIES

INDUSTRIAL OPERATIONS

FACTORY/OPERATION	PRODUCTS AND SERVICES PROVIDED	AVERAGE NUMBER OF INMATES EMPLOYED	MAJOR CUSTOMERS
SIGN	All standard traffic control signing, decals, special signs, and sign blanks.	10	State of North Dakota Counties Municipalities Federal Government Other States Charitable, Non-Profit Wholesale Trade
HARDWOOD PRODUCTS	148 assorted hardwood furniture items for office and institutional uses plus specially-built items as per customer requests	33	State of North Dakota Counties Municipalities Federal Government Other States Charitable, Non-Profit Wholesale Trade
FIBERESIN PRODUCTS	58 fiberesin furniture items for office and institutional uses plus specially-built items as per customer requests	12	State of North Dakota Counties Municipalities Federal Government Other States Charitable, Non-Profit Wholesale Trade
UPHOLSTERED/WELDED PRODUCTS	38 upholstered furniture items for office and institutional uses plus specially-built items as per customer requests, and specially-built welded products	12	State of North Dakota Counties Municipalities Federal Government Other States Charitable, Non-Profit Wholesale Trade

INDUSTRIAL OPERATIONS continued

FACTORY/OPERATION	PRODUCTS AND SERVICES PROVIDED	AVERAGE NUMBER OF INMATES EMPLOYED	MAJOR CUSTOMERS
JANITORIAL/CHEMICAL PRODUCTS	Manufacturing all types of laundry and janitorial products	4	State of North Dakota Counties Municipalities Federal Government Other States Charitable, Non-Profit Wholesale Trade
BEEF OPERATION	Produces beef for utilization at the State Penitentiary as well as for sale to the open market	5	State Penitentiary
DAIRY OPERATION	Produces milk for utilization at the State Penitentiary as well as for sale on the open market	6	State Penitentiary
SWINE OPERATION	Produces pork for utilization at the State Penitentiary, and also produces butcher hogs for sale on the open market, and produces breeding stock for production sales	2	State Penitentiary
FIELD CROPS	Primary support operation for the beef, dairy, and swine operations.	4	State Penitentiary

ROUGH RIDER INDUSTRIES

REVENUE/EXPENDITURES FOR FISCAL YEAR ENDING JUNE 30,1980

8195	Miscellaneous Service	$70.80
8641	Mineral Lease Royalties	275.00
8710	Sale of Mfg. Products	1,079,885.64
8730	Sale of Agricultural Products	235,591.86
8740	Sale of Salvage & Scrap	4,337.95
8955	Miscellaneous Refunds	1,453.75
8999	Miscellaneous	125,389.85
		$1,447,004.85

1000	Salaries & Wages	$169,087.64
1080	Temporary Salaries	3,249.88
1090	Overtime	3,238.40
1095	Severance Pay	683.80
1830	Social Security	10,872.71
1840	Hospital Insurance	7,837.24
1870	Unemployment Insurance	739.44
1880	State Ret. Contribution	7,845.03
		$203,554.14

2110	In State Meals	$1,039.58
2111	Out of State Meals	905.00
2115	In State Lodging	529.87
2116	Out of State Lodging	526.60
2130	Commercial Trans.-Other	147.66
2150	Miscellaneous Travel	113.98
2185	Inmate Pay	88,584.11
2230	Electricity	4,620.30
2310	Rent of Equipment-Including Film	2,100.63
2370	Rent of Land	17,238.98
2399	Rents not Classified	280.50
2420	Telephone	438.81
2505	Repair Equipment-Auto	26.40
2510	Repair Equipment-Other	15.00
2599	Repairs not Classified	879.60
2621	Veterinary	309.50
2680	Instructors	420.00
2699	Professionals	12,663.74
2720	Property	6,761.43
2911	Newspaper Fees	211.09
2914	Licenses	69.00
2915	Dues	35.00
2916	Freight & Express	11,169.46
2920	Indirect Costs F & S.	300.00
2975	Tuition Fees	38.00
2999	Other Miscellaneous Fees	22.19
		$149,446.43

ROUGH RIDER INDUSTRIES

REVENUE/EXPENDITURES FOR FISCAL YEAR ENDING JUNE 30,1980

3050	Office Supplies	$302.38
3200	Printing-from Central Repro.	493.14
3205	Printing-from Other	2,029.99
3215	Periodicals & Subcriptions	7.00
3350	Dry Goods	148.68
3355	Uniforms	31.00
3410	Veterinary Supplies	1,971.24
3420	Medicine & Drugs	12.93
3475	Janitorial	1,685.22
3500	Seed-Feed-Fertilizer	7,016.77
3505	Trees-Shrubs	156.00
3550	Hardware & Building Supplies	790.62
3555	Expendable Tools	9,769.28
3560	Paint	4,168.10
3565	Other Building & Equipment Supplies	258.34
3570	Plumbing	1,333.64
3575	Electrical	1,530.15
3585	Equipment Repair Parts	17,878.72
3600	Heating	472.88
3605	Other Petroleum Products	1,037.81
3700	Film	12.99
3720	Supplies not Classifed	22,101.05
3750	Metal-Lumber	292,207.23
3755	Reflective & MKT Material	174,192.44
3760	Miscellaneous Mfg. Supplies	285,636.45
3800	Fuel & Oil	16,074.62
3805	Repair Parts	161.79
		$841,480.46

4100	Shop Equipment	$175.50
4120	Lab Equipment	136.93
4150	Equipment under $100	896.01
4160	Office Machines	778.20
4180	Motor Vehicles	42,532.29
4190	Machinery & Other Equipment	26,075.81
4200	Livestock	5,166.24
		$75,760.98

Major Improvements	$128,621.05

ROUGH RIDER INDUSTRIES

REVENUE/EXPENDITURES FOR FISCAL YEAR ENDING JUNE 30, 1981

8611	Lease-Rental of Land	$211.60
8710	Sale of Mfg. Products	1,249.625.10
8720	Sales of Publications	202.14
8730	Sale of Agricultural Products	157,397.83
8740	Sale of Salvage & Scrap	6,801.07
8955	Miscellaneous Refunds	844.90
8999	Miscellaneous	357.00
		$1,415,439.64
1000	Salaries & Wages	$196,969.92
1080	Temporary Salaries	25,845.18
1090	Overtime	9,026.83
1095	Paid Annual Leave	3,885.22
1820	Oasis Assessment	621.33
1830	Social Security	15,329.35
1840	Hospital Insurance	7,257.38
1870	Unemployment Insurance	869.00
1880	State Ret. Contribution	9,194.89
		$268,999.10
2110	In State Meals	$1,235.67
2111	Out of State Meals	911.83
2115	In State Lodging	697.09
2116	Out of State Lodging	717.44
2131	Commercial Trans.-Air	591.00
2150	Miscellaneous Travel	27.76
2185	Inmate Pay	84,360.77
2230	Electricity	8,444.22
2310	Rent of Equipment-including Film	14,056.82
2311	Rent of EDP-Equipment	192.00
2370	Rent of Land	18,623.99
2399	Rents Not Classified	785.63
2410	Postage & PO Box Rental	12.20
2420	Telephone	2,828.74
2430	Telephone to DOI	382.50
2505	Repair Equipment-Auto	3.88
2510	Repair Equipment-Other	221.66
2599	Repairs Not Classified	2,019.71
2611	Medical-Including Hospital	27.00
2613	Audit	2,032.09
2621	Veterinary	669.50
2699	Professionals Not Classified	15,039.70
2720	Property	3,255.49
2730	Liability	3,300.27
2799	Other Insurance	181.00
2911	Newspaper Fees	310.74
2914	Licenses	179.45
2915	Dues	93.50
2916	Freight & Express	11,598.84

ROUGH RIDER INDUSTRIES

REVENUE/EXPENDITURES FOR FISCAL YEAR ENDING JUNE 30, 1981

2918	Extermination Services	$3.21
2920	Indirect costs F & S	3,200.00
2975	Tuition Fees	98.00
2999	Other Miscellaneous Fees	957.67
		$177,059.17
3050	Office Supplies	268.78
3200	Printing-from Central Repro.	471.00
3205	Printing-from Other	198.40
3350	Dry Goods	46.50
3355	Uniforms	726.58
3400	Lab. Supplies	64.60
3410	Veterinary Supplies	1,726.34
3420	Medicine & Drugs	51.41
3435	Other Surgical & Medical Supplies	146.60
3475	Janitorial	2,568.08
3500	Seed-Feed-Fertilizer	31,592.42
3505	Trees-Shrubs	---
3550	Hardware & Building Supplies	1,909.60
3555	Expendable Tools	12,469.12
3560	Paint	3,478.48
3565	Other Building & Equipment Supplies	486.43
3570	Plumbing	94.13
3575	Electrical	2,797.83
3580	Boiler	2,827.52
3585	Equipment Repair Parts	22,630.51
3600	Heating	700.70
3605	Other Petroleum & Fuel Products	900.97
3665	Road Maintenance Supplies	472.95
3700	Films	33.64
3720	Supplies not Classified	45,894.38
3730	Audio Visuals	121.54
3750	Metal-Lumber	307,142.22
3755	Reflective & MKT Material	154,246.39
3760	Miscellaneous MFG. Supplies	289,938.25
3800	Fuel & Oil	28,036.63
3805	Repair Parts	14.00
3921	Indirect Costs S & M	695.25
3964	Chemicals	89.55
		$914,624.80
4150	Equipment under $100	372.88
4100	Shop Equipment	$5,797.13
4180	Motor Vehicles	21,800.00
4190	Machinery & other Equipment	13,802.78
4200	Livestock	5,475.00
		$47,247.79
5209	Major Improvements	$3,067.99

ROUGH RIDER INDUSTRIES

LIVESTOCK INVENTORY
JUNE 30, 1980

Location	Description	Weight	Count	Unit Cost	Total
State Farm	Heifers	800	61	$ 60.00/Cwt	$29,280.00
	Steers	650	27	68.00/Cwt.	11,934.00
	Calf	110	1	90.00/Cwt.	99.00
River Pasture	Workhorse	N/A	2	250.00/Ea.	$ 500.00
	Saddlehorse	N/A	1	300.00/Ea.	300.00
	Saddlehorse	N/A	1	150.00/Ea.	150.00
	Yearlings	N/A	2	100.00/Ea.	200.00
Cow Pasture	Bull	1500	1	$ 60.00/Cwt.	$ 900.00
	Milk Cows	1300	22	900.00/Ea.	19,800.00
	Hol. Heifers	1000	7	700.00/Ea.	4,900.00
	Beef Cows	1100	2	45.00/Cwt.	990.00
N.E. Pen Pasture	Replacement Heifers	800	2	$700.00/Ea.	$1,400.00
	Replacement Heifers	300	5	700.00/Ea.	3,500.00
	Bull (Calf)	450	1	90.00/Cwt.	405.00
NW Pen Pasture	Dry Cows	1300	6	$900.00/Ea.	$5,400.00
	Crossbred Cows	1100	2	600.00/Ea.	1,200.00
	Heifers	1000	5	700.00/Ea.	3,500.00
Dairy Barn	Heifer Calves	200	6	$300.00/Ea.	$1,800.00
	Beef Calves	110	9	90.00/Cwt.	891.00
	Bull Calf	125	1	90.00/Cwt.	90.00
Slaughter Pen	*Steers	1000	5	$ 68.00/Cwt.	$3,400.00
	Cows	1200	12	45.00/Cwt.	6,480.00
	Calves	100	3	90.00/Cwt.	270.00
Ray Johnson Farm	Heifers	750	40	$ 59.00/Cwt.	$17,700.00
Great Plains Research Center	Cows	1050	20	$ 45.00/Cwt.	$ 9,450.00
	Calves	275	20	90.00/Cwt.	4,950.00
	Bulls	1800	2	60.00/Cwt.	2,160.00

ROUGH RIDER INDUSTRIES

LIVESTOCK INVENTORY
JUNE 30, 1980

Location	Description	Weight	Count	Unit Cost	Total
Highway #6 Pasture	Yearling Heifers	750	38	$ 64.00/Cwt.	$18,240.00
	Cows	950	4	45.00/Cwt.	1,710.00
	Bulls	1700	1	45.00/Cwt.	765.00
	Bull	1400	1	60.00/Cwt.	840.00
School Section	Steers	800	67	$ 68.00/Cwt.	$36,448.00
Lift Station					
	Cows	1000	22	$ 45.00/Cwt.	$ 9,900.00
	Calves	250	20	90.00/Cwt.	4,500.00
	Bull	1050	1	60.00/Cwt.	630.00
Apple Creek					
	Cows	1150	23	$ 43.00/Cwt.	$11,373.50
	Calves	250	12	90.00/Cwt.	2,700.00
Sunny Farm					
	Cows	1100	114	$ 45.00/Cwt.	$56,430.00
	Calves	250	104	90.00/Cwt.	23,400.00
	Bulls	2000	2	60.00/Cwt.	2,400.00
	Bulls	1800	3	60.00/Cwt.	3,240.00

Grand Total Livestock	$305,035.50
Number of Cattle	673 Each
Number of Horses	6 Each

* June 18, 1980 is the date the auditor's office and penitentiary personnel counted the livestock, between June 18 and June 30 the following cattle were taken for slaughter:

1. June 23 - 7 head;
2. June 30 - 10 Head.

ROUGH RIDER INDUSTRIES

LIVESTOCK INVENTORY
JUNE 30, 1981

Location/Description	Weight	Count	Unit Cost	Total
Sunny Farm (West Pasture)				
Cows	1,175	72	$ 500.00	$39,600.00
Calves	280	70	230.00	16,100.00
Bulls	1,100	3	605.00	1,815.00
Bull	1,900	1	1,045.00	1.045.00
Horses	1,000	4	1,000.00	4,000.00
SIS Pasture				
Cows	1,200	21	$ 550.00	$11,500.00
Calves	280	21	230.00	4,830.00
Bull	1,850	1	1,018.00	1,018.00
River Pasture				
Cows	1,250	25	$ 550.00	$13,750.00
Calves	310	24	245.00	5,880.00
Bull	2,350	1	1,340.00	1,340.00
Hay Pasture				
Cows	1,100	16	$ 550.00	$ 8,800.00
Calves	250	16	220.00	3,520.00
Bull	1,900	1	1,045.00	1,045.00
Roy Johnson Pasture				
Yearling & 2 yr. Olds	700	57	$ 420.00	$23,940.00
Bull	600	1	360.00	360.00
Bull	1,100	1	627.00	627.00
School Section				
Steer Calves	650	85	$ 422.00	$35,870.00

ROUGH RIDER INDUSTRIES

LIVESTOCK INVENTORY
JUNE 30, 1981

Location/Description	Weight	Count	Unit Cost	Total
Great Plains Research Pasture				
Yearlings	600	53	$ 390.00	$20,670.00
Bull	500	1	350.00	350.00
Bull	800	1	550.00	550.00
Bottom Pasture (East of Pen)				
Heifers	800	19	$ 450.00	$ 8,550.00
Calves	275	19	230.00	4,370.00
Bull	1,900	1	1,045.00	1,045.00
Bottom Pasture (SE of Pen.)				
Heifers	800	20	$ 450.00	$ 9,000.00
Calves	275	20	225.00	4,500.00
Bull	1,900	1	1,045.00	1,045.00
State Farm				
Steers	825	13	$ 512.00	$ 6,656.00
Yearlings	350	1	192.00	192.00
State Pen. Grounds				
Holstein Heifers	900	13	$1,200.00	$15,600.00
Holstein Bull	900	1	600.00	600.00
Dry Cows-Holstein	1,400	6	588.00	3,480.00
Holstein Bull	1,500	1	825.00	825.00
Holstein Heifer Calves	225	13	350.00	4,550.00
Holstein Steer Calves	225	8	135.00	1,080.00
Holstein Bull Calves	225	1	135.00	135.00
Holstein Milking Cows	1,300	28	1,300.00	3,640.00
State Pen. (East Barn)				
Sows	350	6	$ 400.00	$ 2,400.00
Boars	400	1	500.00	500.00

ROUGH RIDER INDUSTRIES

LIVESTOCK INVENTORY
JUNE 30, 1981

Location/Description	Weight	Count	Unit Cost	Total
State Pen. (East Barn)				
Boars	90	20	$ 250.00	$ 5,000.00
Gilts	90	20	200.00	5,800.00

Livestock Recap

Number of Cattle	636	$290,638.00
Number of Horses	4	4,000.00
Number of Pigs	187	13,700.00
		$308,338.00

ROUGH RIDER INDUSTRIES

FEED & SEED INVENTORY
JUNE 30, 1980

Location	Description	Amount	Unit Cost	Total
State Farm	Old Alfalfa Hay (3½ Tn.)	82 Stks.	$35.00/Tn.	$10,045.00
	New Alfalfa Hay (3½ Tn.)	60 Stks.	75.00/Tn.	15,750.00
	Old Alfalfa Bales	2,500 Bls.	1.50/Bl.	3,750.00
	New Alfalfa Bales	2,393 Bls.	3.00/Bl.	7,179.00
	Straw Bales	221 Bls.	1.00/Bl.	221.00
	Oats	200 Bu.	1.35/Bu.	270.00
	State Farm Sub-Total			$37,215.00
Dairy Farm	Barley	550 Bu.	$ 1.48/Bu.	$ 814.00
	Silage Pile	24 Tn.	20.00/Tn.	480.00
	Alfalfa & Brome Bales	3,500 Bls.	3.00/Bl.	10,500.00
	Straw Bales	1,000 Bls.	1.00/Bl.	1,000.00
	Alfalfa & Brome Hay (3½ Tn.)	7½ Stks.	75.00/Tn.	1,968.75
	Straw Stacks (3 Tn.)	7 Stks.	15.00/Tn.	105.00
	Dairy Farm Sub Total			$14,867.75
Chicken House	Oats	1,300 Bu.	$ 1.35/Bu.	$ 1,755.00
Granary #1	Oats	1,100 Bu.	1.35/Bu.	1,485.00
Granary #2	Oats	2,400 Bu.	1.35/Bu.	3,240.00
Granary #3	Oats	900 Bu.	1.35/Bu.	1,215.00
Granary #4	Oats	2,400 Bu.	1.35/Bu.	3,240.00
Begeman Farm	Silage Pile	30 Tn.	20.00/Tn.	600.00
Miscellaneous Location Sub-Total				$11,535.00
Sunny Farm (Granary)	Oats	3,800 Bu.	$ 1.35/Bu.	$ 5,130.00
Sunny Farm (Barn)	Oats	200 Bu.	1.35/Bu.	270.00
	Straw Bales	530 Bls.	1.00/Bl.	530.00
	Alfalfa Bales	1,194 Bls.	3.00/Bl.	3,582.00
	Brome Bales	598 Bls.	3.00/Bl.	1,794.00

ROUGH RIDER INDUSTRIES

FEED & SEED INVENTORY
JUNE 30, 1980

Location	Description	Amount	Unit Cost	Total
Sunny Farm				
(Barn Cont.)	Thistle Stacks (3 Tn.)	3	$10.00/Tn.	$ 90.00
	Alfalfa Stacks (3 Tn.)	1	35.00/Tn.	105.00
	Straw Stacks (2 Tn.)	6	15.00/Tn.	180.00
	Sunny Farm Sub-Total			$11,681.00
	Grand Total			$75,298.75

ROUGH RIDER INDUSTRIES

FEED & SEED INVENTORY
JUNE 30, 1981

Location	Description	Quantity		Unit Cost	Total
Sunny Farm	Peavey Horse Pellets (50#)	40	Bgs.	$ 5.05	$ 202.00
	Vitamin A, D & E (50#)	4	Bgs.	14.75	59.00
	Peavey Cow Cubes (50#)	30	Bgs.	4.80	144.00
	Whole Oats	500	Bu.	1.80	900.00
	Alfalfa Hay (50#) (Outside)	575	Bls.	1.75	1,006.00
	Alfalfa Hay (75#) (Barn)	600	Bls.	2.00	1,200.00
	Sunny Farm Sub-Total				$3,511.00
State Farm	Alfalfa Hay (3 Tn.) (Outside)	24	Stks.	$180.00	$4,320.00
	Brome Hay (2½ Tn.) (Outside)	27	Stks.	150.00	4,050.00
	State Farm Sub-Total				$8,370.00
Penitentiary	Dairy Pellets	4	Tn.	$137.00	$ 540.00
	Calf Hustler #19 (50#)	40	Bgs.	4.62	184.80
	Pig Growena (50#)	10	Bgs.	5.87	58.70
	Whole Corn	100	Bu.	3.00	300.00
	Ground Oats	15	Bu.	1.80	27.00
	Ditch Hay (Outside) (50#)	890	Bls.	1.20	1,068.00
	Straw (Barn) (30#)	500	Bls.	.75	375.00
	Hay-Brome & Alfalfa (50#) (Outside)	384	Bls.	1.50	576.00
	Hay-Alfalfa (Outside) (60#)	480	Bls.	1.75	840.00

ROUGH RIDER INDUSTRIES

FEED & SEED INVENTORY
JUNE 30, 1981

Location	Description	Quantity	Unit Cost	Total
Penitentiary	Hay-(Outside) (75#)	245 Bls.	$ 1.50	$ 367.50
	Miscellaneous Locations Sub-Total			$4,337.00
	Grand Total			$12,314.00

ROUGH RIDER INDUSTRIES

HARVEST REPORT
CALENDAR YEAR 1979

Location/Description	Acres	Harvest	Unit Cost	Total
Sec. 29 R80W Twp. 138				
Oats	30.0	2,000 Bu.	$ 1.25	$ 2,500.00
Oats-Straw	30.0	1,050 Bl.	.50	525.00
Corn-Silage	114.0	788 Tn.	15.00	11,820.00
Hay	75.5	291 Tn.	30.00	8,730.00
Sec. 20 R80W Twp. 138				
Hay-Alfalfa	212.0	103 Tn.	$ 30.00	$ 3,090.00
Sec. 31 R80W Twp. 138				
Hay-Grass	50.0	58 Tn.	$ 30.00	$ 1,740.00
Hay-Alfalfa	50.0	180 Tn.	30.00	5,400.00
Sec. 1 R 138 Twp. 80				
Oats	50.1	1,001 Bu.	$ 1.25	$ 1,251.25
Corn	69.0	276 Tn.	15.00	4,140.00
Hay	71.1	302.2 Tn.	30.00	9,066.00
Sec. 2 R 138 Twp. 80				
Oats	18.8	376 Bu.	$ 1.25	$ 470.00
Corn	28.7	57.4 Tn.	15.00	861.00
Hay	44.6	267.6 Tn.	30.00	8,028.00
Sec. 10 R 139 Twp. 79				
Corn	35.3	122 Tn.	$ 10.00	$ 1,220.00
Corn	25.5	130 Tn.	15.00	1,950.00
Oats	25.5	760 Bu.	2.50	1,900.00
Oats	34.4	860 Bu.	1.25	1,075.00
Barley	25.5	360 Bu.	1.48	532.80
Hay	33.2	132.8 Bu.	30.00	3,984.00

ROUGH RIDER INDUSTRIES

HARVEST REPORT
CALENDAR YEAR 1979

Location/Description	Acres	Harvest	Unit Cost	Total
Sec. 11 R 138 Twp. 80				
Corn	117.8	7,068 Tn.	$15.00	$10,602.00
Oats	115.8	3,474 Bu.	1.25	4,342.50
Sec. 27 R 138 Twp. 80				
Hay-Alfalfa	90.0	3,474 Bu.	$30.00	$13,500.00
Sec. 2 R 138 Twp. 80				
Barley	8.2	328 Bu.	$ 1.48	$ 485.44
		Grand Total		$97,212.99

ROUGH RIDER INDUSTRIES

HARVEST REPORT
CALENDAR YEAR 1980

Location/Description	Acres	Harvest	Unit Cost	Total
Sec. 29 R80W Twp. 138N				
Corn	[illegible]	394 Tn.	$41.00	$16,154.00
Hay	42.0	32 Tn.	75.00	2,400.00
Hay-Alfalfa	62.0	286 Tn.	82.00	23,452.00
Oats-Straw	35.0	350 Bl.	.50	175.00
Sec. 20 T80W Twp. 138N				
Hay-Alfalfa	12.0	19 Tn.	$82.00	$ 1,558.00
Sec. 30 R80W Twp. 138N				
Hay-Alfalfa	133.0	229 Tn.	$82.00	$18,778.00
Sec. 33 R139 Twp. 81				
Oats-Straw	14.0	14 Tn.	$30.00	$ 420.00
Hay-Alfalfa	28.0	28 Tn.	60.00	$ 1,680.00
Sec. 27 R138 Twp. 80				
Alfalfa & Brome	90.0	180 Tn.	$75.00	$13,500.00
Sec. 1 R138 Twp. 80				
Millet	49.7	124 Tn.	$42.00	$ 5,208.00
Alfalfa	20.0	40 Tn.	75.00	3,000.00
Oats-Straw	50.1	50 Tn.	35.00	1,750.00
Sec. 2 R138 Twp. 80				
Millet	20.0	50 Tn.	$42.00	$ 2,100.00
Alfalfa	40.0	120 Tn.	82.00	9,840.00

ROUGH RIDER INDUSTRIES

HARVEST REPORT
CALENDAR YEAR 1980

Location/Description	Acres	Harvest	Unit Cost	Total
Sec. 10 R138 Twp. 79				
Corn	35.3	105.9 Tn.	$20.00	$ 2,118.00
Oats-Straw	34.6	34.6 Tn.	40.00	1,384.00
Sudan Grass	20.0	60 Tn.	35.00	2,100.00
Alfalfa & Brome	40.0	80 Tn.	75.00	6,000.00
Barley	65.7	394.2 Bu.	3.50	1,379.70
Sec. 11 R138 Twp. 80				
Oats	87.7	784.3 Bu.	$ 2.00	$ 1,568.60
Corn	115.8	231.6 Tn.	20.00	4,632.00
Barley	29.9	149.5 bu.	3.50	523.25
Sec. 12 R138 Twp. 80				
Alfalfa	25.0	12.5 Tn.	$82.00	$ 1,025.00
		Grand Total		$119,745.55

RESOURCES AVAILABLE FROM THE PENITENTIARY AND STATE FARM

Information about the North Dakota State Penitentiary and State Farm can be obtained by writing to these institutions at Box 1497, Bismarck, or by calling (701) 224-2980.

We have the following publications which may be provided to the public on a very limited basis as giveaways or loans:

1. Biennial Report
2. Inmate Handbook
3. Official Rules and Regulations
4. Officers Handbook

A slide and tape presentation on the staff and facilities of the North Dakota State Penitentiary and State Farm are available at the institution. To obtain this program on a loan basis, simply contact the Training Officer at the North Dakota State Penitentiary at the above address.

STATE OF NORTH DAKOTA
RADIO COMMUNICATIONS DEPARTMENT
Area Code 701-224-2121
Box 1817
BISMARCK, NORTH DAKOTA 58505
N.C.I.C. RADIO L.E.T.S.

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Director of Institutions

LYLE V. GALLAGHER
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ALLEN I. OLSON
Governor

NORTH DAKOTA RADIO COMMUNICATIONS DEPARTMENT
BOX 1817
BISMARCK, NORTH DAKOTA 58505

Mr. Alton L. Lick
Director of Institutions
State Capitol
Bismarck, North Dakota 58505

Mr. Lick:

I herewith submit to you the biennial report of the North Dakota State Radio Communications Department from the period beginning July 1, 1979 thru June 30, 1981.

Respectfully submitted,

Lyle V. Gallagher
Lyle V. Gallagher
Director

STATUTORY RESPONSIBILITIES:

Under 54-23A - 54.23.1 the State Radio Communications Departments statutory responsibilities are extremely heavy. The Department is responsible for the statewide coordination, direction, control, development and implementation of modern systems of communications as well as the operation and maintenance of such systems.

54.23.1.04 - Develop a broad law enforcement communications system utilizing teletypewriter service to every Sheriff's office, Highway Patrol headquarters and District offices, State Crime Bureau, State Radio System and other agencies related to crime control and criminal apprehension.

54.23.1.02 - Responsible for the coordination, direction, control, operation, maintenance, development and implementation of modern systems of communications.

Establish and operate an emergency assistance system so stranded North Dakota motorists and other persons facing emergencies can obtain assistance without delay.

Improve present emergency and disaster communications facilities by interconnecting the system.

The 1979-81 biennium was a very special one. In January of 1981, the department celebrated its 30th anniversary. Thirty years of providing 24 hour a day public safety services for the citizens of North Dakota.

In the beginning of the 79-81 biennium, the department set seven major goals that were vital to the operation of the department.

1/ Properly staff the Communications Center with seven employees on each shift.

2/ Reduce the workload as much as possible for our employees even if it meant cutting services to our users.

3/ Install Channel Guard in all system mobiles and in all State Radio base stations.

4/ Develop a Highway Patrol aircraft frequency plan and include the Game & Fish Department in the program.

5/ Install repeater capability in all our Channel 1 stations.

6/ Improve our training and educational programs for our users and our employees and implement the programs to the best of our ability.

7/ Improve salaries of all employees so that they would be able to cope with the huge increase in cost of living and inflation.

Our first major goal was to properly staff the Communications Center with seven employees on every shift. On October 7, 1980, the department hired Michaud, Cooley, Hallberg, Erickson and Associates, Inc., a professional communications consulting and engineering firm, to do a staff complement study of the Communications Center for the State of North Dakota Communications Department. After careful review of the departments operation, workload and responsibilities, the Consulting Firm came up with a summary of findings and recommendations.

GENERAL FINDINGS:

A. To require each Communications Specialist to keep track of over 100 units at all times is more than a prudent number for any person.

B. Acceptable performance can be expected if there were one Communications Specialist on duty at all times for each 105,000 citizens. (At present there is one Communications Specialist for 167,500 citizens.)

C. Law enforcement officers often must wait before receiving service because Communications Specialists are busy with older or higher priority radio traffic or telephone calls.

D. Most of the time, there are four persons functioning as Communications Specialists on duty in the North Dakota Radio Communications Department Center. Each Communications Specialist answers telephone calls from the public and from public safety personnel throughout the state. At the same time, each Communications Specialist operates 27 radio stations and often is receiving radio transmissions from personnel in mobile units on more than one station in different parts of the state at the same time. In addition, Communications Specialists also perform a number of other functions including operating several computer terminals and keeping written records.

E. Important law enforcement functions such as license checks and motor vehicle registation checks are often not requested by officers except where extraordinary conditions exist.

F. Employee dissatisfaction with stress, lack of breaks and with large amounts of overtime is high as indicated by the employee turnover of 74% during one twelve month period.

G. Management personnel are unhappy about the necessity of working odd shifts as Communications Specialists in addition to working regular shifts at their primary work assignments.

H. The direct compensation savings which result with proper staffing is equivalent to the cost of approximately four Communications Specialists.

I. The indirect costs of understaffing are a decrease in performance of management personnel, a negative impact on field officer safety and a decrease in effectiveness of law enforcement officers in all agencies in North Dakota.

RECOMMENDATION BY MICHAUD, COOLEY, HALLBERG, ERICKSON AND ASSOCIATES, INC.:

A. We recommend that the Shift Supervisor and Communications Specialist staff complement of the North Dakota Radio Communications Department control center be increased from 19 to 30 persons.

The report from the Consulting Firm was completed in time for the department to include the request for ten additional personnel in the 1981-83 biennium budget request.

On March 3. 1981 the department received authorization for six additional personnel from the North Dakota State Legislature. Although none of the new personnel would be hired until July 1, 1981, this will increase the Communications Center staff from 19 to 25 persons which would bring the Center up to 83% of its operational efficiency. This was our major goal in the 1979-81 biennium. Everyone in the department worked very hard to help accomplish this goal. Although we did not receive all the personnel that is necessary to properly operate the system, we were successful in receiving six of the ten personnel we need to properly operate the State Radio Communications Department.

Because our Communications Center was understaffed and our employee turnover was high, our second major goal was to reduce the stress, pressure and workload and make State Radio a better place for people to work. During the 79-81 biennium, the department made more accomplishments in this area than it did in the entire history of the department.

In October of 1980, a new twelve hour shift work schedule was implemented. This was a major step to improve working conditions for the employees.

1. The new schedule put more employees on each shift which reduced the overall workload per person on duty.
2. It allows the employee weekends off every other week, where with the old schedule, an employee waited four months for a weekend off. This was a major improvement for the moral of all employees.
3. The schedule also provided employees with a full time shift supervisor on every shift.
4. Scheduled (on duty) coffee and lunch breaks are now possible because of the new schedule.
5. Special assistance when workload and stress is eminent during peak traffic periods from the shift supervisor.
6. When an employee requires sick leave or annual leave, the supervisor can provide relief without calling in employees that are off duty.
7. The new schedule reduced the overall number of overtime hours that the employee was required to work each month. The employee could finally depend on a day off being "just that", a day off which allowed them to have more time with their families.
8. To further reduce stress and workload on employees a new teletype policy was implemented which required agencies with teletype terminals to send their own teletype messages. In the past, many agencies had abused State RAdio services in this area.

9. To reduce employee stress, in March of 1980, a totally new operational concept was implemented for the State Radio system and all user agencies. The concept would require that all local communications be handled on Channel 1 (or private frequency) and to reduce stress, State Radio employees would not be required to monitor this Channel. All state related radio traffic in and out of State Radio would be handled exclusively on Channel 2 and 3. Local law base stations would not be able to contact State Radio from their base stations. They would be required to use their teletype or telephone for this purpose. All air to ground communications by the Highway Patrol and Game & Fish would be handled on private police frequencies. Soon after this new operational concept was adopted, workload and stress was reduced, employee moral improved and our employees service to mobile units improved 100%. The State Radio system had never functioned as well as it does under this new concept. Without a doubt, this was one of the most significant accomplishments in the history of the department.

10. Another stress factor on employees was the ambient noise in the Communications Center created by computer noise, air blowers, fans, teletype machines, etc., with the System 7 computer being the worst problem. Because of the seriousness of this problem, we installed sound proof insulation in the Computer Room and sealed up the doors, removed fans from Center and reduced the ambient noise problem by approximately 75%.

11. Tone coded squelch was installed in all State Radio base stations to remove all interference problems from Canada, local law bases, etc. This was a major factor in reducing the stress problem that was inherent within the system.

12. The employee breakroom was improved to provide better facilities for the staff but because of its size its difficult for more than two employees to use the room at one time.

13. To reduce the workload on State Radio employees, the need to open the front door from 8 to 5 for EOC employees was discontinued. Many times the operation of the front door was a distraction when emergencies were in progress.

14. New more comfortable chairs were installed in the console area of the Communications Center. This reduced fatigue and made the 12 hour shift more bearable.

15. Colorful carpet was installed on the walls of the Center to improve acoustics as well as the environment.

16. The role of the Shift Supervisor was changed. He attended more management meetings and training programs. He was moved from a permanent radio position to a full time Supervisory position. For once, he could manage the employees on his shift. He could also provide the necessary breaks and relief when employees were absent because of sick or annual leave. This was the first time in the history of State Radio that the Shift Supervisor felt that he was an intricate part of the management staff.

17. The development of a certified dispatcher training program was a significant step in reducing the workload on our employees. When local law enforcement agency dispatchers receive professional training, they become less dependent on State Radio staff and this is a big factor in reducing the workload on State Radio employees.

Our third goal for the biennium was a very difficult one. This was to install Channel Guard (tone coded squelch) in all system mobiles and in all State Radio base stations. By the end of the 1979-81 biennium, this goal had been accomplished. Everyone at State Radio is extremely proud of this accomplishment because it eliminated the Canadian and Minnesota interference problems. It also eliminated unnecessary traffic from local law base stations and was a major factor in reducing severe stress on our employees.

The fourth goal was to develop and implement a frequency plan for the Highway Patrol and Game & Fish air to ground communications. This goal was also accomplished 100% by the end of the biennium. This eliminates a very serious interference problem that killed the entire State Radio system when they were in operation and put pressure and stress on State Radio employees.

Our fifth goal was to install repeater capability in all our Channel 1 stations. This was accomplished by the end of the biennium. This was done primarily for the benefit of the local law enforcement agencies who use Channel 1 primarily for inhouse administrative communications.

The sixth goal to improve training and educational programs for user agencies and our employees was also accomplished by the end of the biennium and a full report on this is in the Education and Training section of this biennial report.

Our seventh goal and probably one of the most important goals was to improve salaries of all employees so that they would be able to cope with the large increase in the cost of living and inflation. Salaries were poor and employee turnover problems were related to the low salaries. State Radio management worked hard to resolve this problem. At the beginning of the biennium, a new employees starting salary was $780. per month. At the end of the biennium, the starting salary for a new employee was $956. per month.

AVERAGE SALARY INCREASE FROM 1979-81 BIENNIUM:

The following is a listing of State Radio's sequential average salary increase and respective dates.

July 1, 1979	7%
Jan. 1, 1980	5.7%
July 1, 1981	7%
Jan. 1, 1981	10%
	29.7% Biennial Average
*July 1, 1981	9%
	38.7% From July 1, 1979 to July 1, 1981

*NOTE: This increase should be allocated to the 81-83 biennium if time lines are to be considered on a biennial rather than a calender year basis.

It is without a doubt, rare that any agency sets seven major goals for a biennium and is able to accomplish all of them 100%. Because of the team effort of all the employees at State Radio, all of the major goals were accomplished. The 79-81 biennial goals were major system improvements designed to increase productivity, reduce employee turnover and make the department a better place for people to work.

STATE RADIO'S MAJOR ACCOMPLISHMENTS DURING 1979-81 BIENNIUM:

1. Six additional employees were added to the Department bringing the staff work force from 24 to 30 personnel.

2. Channel Guard (tone coded squelch) was added to all system mobiles, portables and State Radio base stations.

3. Highway Patrol and Game & Fish departments air to ground frequency plan was implemented.

    A. Highway Patrol -- 156.030

    B. Game & Fish -- 154.815

4. A special communications system was designed for the North Dakota Drug Enforcement Division of the Attorney General's Office. State Radio transferred $12,000 worth of radio equipment to the Drug Enforcement Division.

5. A big accomplishment was the completion of system design for the North Dakota Park Services radio system. We are proud that we are able to help other state agencies with these major projects. Total project costs are approximately $55,000 which includes the following parks.

    Lake Sakakawea
    Little Missouri
    Lewis & Clark
    Sully Creek
    Butte View
    Streeter Memorial
    Beaver Lake
    Doyle Mountain
    Fort Ransom
    Turtle River
    Icelandic
    Lake Metigoshe
    Cross Ranch
    Fort Stevenson
    Saddle Butte/Chimney Butte

6. A new 12 hour shift was designed and implemented that reduced overtime costs and increased productivity and improved the moral of the employees.

7. State Radio received a $30,000 LEAA Grant to purchase parts for the Channel 1 mobile relay system.

8. New operations concept was developed for the State Radio system (Channel 1 for local traffic; Channels 2 & 3 for State Radio communications.) All Communications Center consoles were modified to handle the new concept.

9. A new teletype policy was adopted to assist agencies with the professional use of their teletype terminals and to reduce workload and stress on our employees.

10. A new forty hour dispatch certified training course was developed and taught on a scheduled basis at the North Dakota Law Enforcement Academy.

11. A new breakroom was developed for State Radio employees. The room is small, but the employees appreciated it very much.

12. The Dimension telephone system was installed in our Center. This was a tremendous asset to our ability to handle emergency telephone calls.

13. Salaries of all State Radio employees were improved in the 79-81 biennium.

14. State Radio purchased our System 7 IBM computer. The purchase of the computer will save the department One Hundred Thousand Dollars every biennium.

15. A new State Radio newsletter was developed and is sent to all system users on a quarterly basis.

16. A new Mobile Radio Users Manual was developed.

17. A new Signal 100 Manual was developed for all system users.

18. A new fire escape plan was developed and posted for the use of our employees.

19. 75% of the ambient noise problem was removed from the Center to improve the acoustics.

20. A new records retention plan was developed for the department.

21. Employee turnover was reduced to an all time low during this biennium and moral was at an all time high.

22. New ambulance radio specifications were developed and all state ambulances were modified to make the ambulance radio compatible with a State Radio law enforcement mobile.

23. Radio circuits coming into the EOC were split and buried underground to provide system security and redundant control circuitry.

24. A new radio maintenance log manual was developed to compile all system maintenance in one single manual.

25. The Belcourt radio tower was moved to Mylo, N.D. to provide better radio service for the users in the Belcourt area.

26. A new computer aided dispatch system was developed and implemented to assist the dispatcher with mobile unit status.

27. State Radio was responsible for modifying all North Dakota rest area phones to call back capability.

28. Installed a new paging system in the DOI Office for administrative use.

29. A new Teletype Users Manual was designed and sent to all LETS users.

30. A North Dakota Chapter of APCO was organized. Our agency was responsible for this excellent accomplishment in Public Safety Communications.

31. Assisted the State of Wyoming in the development of a new state radio system.

32. Developed a new computer statistical program that provides the department with valuable information regarding who uses the services of State Radio and amount of service rendered.

33. Plans were completed and tests were completed for DTMF access to State Radio Channel 1 repeaters at Hannover and Driscoll sites. All Channel 1 stations should be completed in the next biennium.

34. A new Model 43 teletype terminal was tested for possible use in an attempt to upgrade the North Dakota LETS system.

UNIT ASSIGNMENTS 1979-81 BIENNIUM

AGENCIES	INCREASED
POLICE DEPARTMENTS	68
HIGHWAY PATROL	3
SHERIFF'S OFFICES	86
FEDERAL UNITS	40
AMBULANCE'S	41
GAME & FISH UNITS	9
RADIO SERVICES	0
MISCELLANEOUS UNITS	49
PORTABLE UNITS	71
TOTAL	367

YEAR	COUNT	DAILY AVERAGE
TWO-WAY RADIO TRANSMISSIONS		
1978	1,317,572	3,609
1979	1,258,881	3,450
1980	1,225,418	3,357
1981 (6 mo.)	586,908	3,224
MOTOR VEHICLE REGISTRATIONS		
1978	41,152	113
1979	15,404	42
1980	27,151	74
1981 (6 mo.)	19,614	107
DRIVERS LICENSE SUSPENSIONS		
1978	12,976	40
1979	4,286	12
1980	12,667	38
1981 (6 mo.)	9,120	50
RADIO LOG ENTRIES		
1978	260,954	715
1979	206,069	565
1980	250,995	688
1981 (6 mo.)	148,545	816
STATE & NATIONAL TELETYPE MESSAGES		
1978	4,413,075	12,091
1979	5,171,126	14,167
1980	5,600,701	15,344
1981 (6 mo.)	2,707,387	14,875
HIGHWAY EMERGENCY TELEPHONE CALLS		
1978	42,761	118
1979	50,870	139
1980	42,803	117
1981 (6 mo.)	19,331	106
DEPARTMENT TELEPHONE CALLS		
1978	137,375	376
1979	117,056	321
1980	110,107	302
1981 (6 mo.)	48,782	268

YEAR	COUNT	DAILY AVERAGE
NATIONAL CRIME INFORMATION CENTER		
1978	133,986	367
1979	139,211	381
1980	158,157	433
1981 (6 mo.)	84,120	462
INCIDENT REPORTS		
1978	7,043	19
1979	7,647	21
1980	7,278	20
1981 (6 mo.)	3,158	18

JULY 1, 1979 TO JUNE 30, 1981

TYPES OF INCIDENTS:

ACP	3,125
ACI	1,276
ACF	149
DWI	811
B&S	425
CRI	1,136
WEA	623
AST	1,049
OTH	4,068
HIT	195
PUR	106
HAZ	196
MED	116
FRE	134
TRF	269
100	3
GFV	273
BCT	9
MTR	171
MGR	5
ATL	451

HANDLED BY:

HP	5,261
SO	4,557
PD	1,337
G&F	833
AMB	194
CD	63
FD	92
OTH	1,418
SR	369
BC	276
CD	4
HD	120
TR	46
DL	1
MV	0
FA	19

STATE OF NORTH DAKOTA
RADIO COMMUNICATIONS DEPARTMENT
Area Code 701-224-2121
Box 1817
BISMARCK, NORTH DAKOTA 58505
N.C.I.C. RADIO L.E.T.S.

ALTON L. LICK
Director of Institutions

LYLE V. GALLAGHER
Director of Communications

JAMES D. LUEDER
Deputy Comm. Director

WESLEY G. HENDRICKSON
Administrative Officer

RICK HESSINGER
Business Manager

COLLEEN ANDERSON
Secretary

ALLEN I. OLSON
Governor

November 30, 1981

Mr. Al Lick
Director of Institutions
State Capitol
Bismarck, N.D. 58505

Mr. Lick:

I am personally very proud of our accomplishments during the 1979/1981 biennium primarily because it will be known as the biennium of the employee.

Never in the thirty year history of the department were more accomplishments made for the direct benefit of our employees. When the biennium started, everyone had a lot of work to do in this area and all our goals and objectives were directed toward reducing workload, stress and employee turnover. AND WE DID IT! Because we did it, North Dakota has a better communications system and I have the super employees that make the system work 24 hours a day, 365 days a year.

I find it very difficult to describe in words how proud I am of my employees. Because of the professional job they do, North Dakota has the number ONE public safety communications system in the United States.

Sincerely,

Lyle V. Gallagher

Lyle V. Gallagher
Director

LVG/ca

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BOX 1817
BISMARCK, NORTH DAKOTA 58505

Mr. Alton L. Lick
Director of Institutions
State Capitol
Bismarck, North Dakota 58505

Mr. Lick:

I herewith submit to you the biennial report of the North Dakota State Radio Communications Department from the period beginning July 1, 1979 thru June 30, 1981.

Respectfully submitted,

Lyle V. Gallagher
Lyle V. Gallagher
Director

STATUTORY RESPONSIBILITIES:

Under 54-23A - 54.23.1 the State Radio Communications Departments statutory responsibilities are extremely heavy. The Department is responsible for the statewide coordination, direction, control, development and implementation of modern systems of communications as well as the operation and maintenance of such systems.

54.23.1.04 - Develop a broad law enforcement communications system utilizing teletypewriter service to every Sheriff's office, Highway Patrol headquarters and District offices, State Crime Bureau, State Radio System and other agencies related to crime control and criminal apprehension.

54.23.1.02 - Responsible for the coordination, direction, control, operation, maintenance, development and implementation of modern systems of communications.

Establish and operate an emergency assistance system so stranded North Dakota motorists and other persons facing emergencies can obtain assistance without delay.

Improve present emergency and disaster communications facilities by interconnecting the system.

The 1979-81 biennium was a very special one. In January of 1981, the department celebrated its 30th anniversary. Thirty years of providing 24 hour a day public safety services for the citizens of North Dakota.

In the beginning of the 79-81 biennium, the department set seven major goals that were vital to the operation of the department.

1/ Properly staff the Communications Center with seven employees on each shift.

2/ Reduce the workload as much as possible for our employees even if it meant cutting services to our users.

3/ Install Channel Guard in all system mobiles and in all State Radio base stations.

4/ Develop a Highway Patrol aircraft frequency plan and include the Game & Fish Department in the program.

5/ Install repeater capability in all our Channel 1 stations.

6/ Improve our training and educational programs for our users and our employees and implement the programs to the best of our ability.

7/ Improve salaries of all employees so that they would be able to cope with the huge increase in cost of living and inflation.

Our first major goal was to properly staff the Communications Center with seven employees on every shift. On October 7, 1980, the department hired Michaud, Cooley, Hallberg, Erickson and Associates, Inc., a professional communications consulting and engineering firm, to do a staff complement study of the Communications Center for the State of North Dakota Communications Department. After careful review of the departments operation, workload and responsibilities, the Consulting Firm came up with a summary of findings and recommendations.

GENERAL FINDINGS:

A. To require each Communications Specialist to keep track of over 100 units at all times is more than a prudent number for any person.

B. Acceptable performance can be expected if there were one Communications Specialist on duty at all times for each 105,000 citizens. (At present there is one Communications Specialist for 167,500 citizens.)

C. Law enforcement officers often must wait before receiving service because Communications Specialists are busy with older or higher priority radio traffic or telephone calls.

D. Most of the time, there are four persons functioning as Communications Specialists on duty in the North Dakota Radio Communications Department Center. Each Communications Specialist answers telephone calls from the public and from public safety personnel throughout the state. At the same time, each Communications Specialist operates 27 radio stations and often is receiving radio transmissions from personnel in mobile units on more than one station in different parts of the state at the same time. In addition, Communications Specialists also perform a number of other functions including operating several computer terminals and keeping written records.

E. Important law enforcement functions such as license checks and motor vehicle registation checks are often not requested by officers except where extraordinary conditions exist.

F. Employee dissatisfaction with stress, lack of breaks and with large amounts of overtime is high as indicated by the employee turnover of 74% during one twelve month period.

G. Management personnel are unhappy about the necessity of working odd shifts as Communications Specialists in addition to working regular shifts at their primary work assignments.

H. The direct compensation savings which result with proper staffing is equivalent to the cost of approximately four Communications Specialists.

I. The indirect costs of understaffing are a decrease in performance of management personnel, a negative impact on field officer safety and a decrease in effectiveness of law enforcement officers in all agencies in North Dakota.

RECOMMENDATION BY MICHAUD, COOLEY, HALLBERG, ERICKSON AND ASSOCIATES, INC.:

A. We recommend that the Shift Supervisor and Communications Specialist staff complement of the North Dakota Radio Communications Department control center be increased from 19 to 30 persons.

The report from the Consulting Firm was completed in time for the department to include the request for ten additional personnel in the 1981-83 biennium budget request.

On March 3. 1981 the department received authorization for six additional personnel from the North Dakota State Legislature. Although none of the new personnel would be hired until July 1, 1981, this will increase the Communications Center staff from 19 to 25 persons which would bring the Center up to 83% of its operational efficiency. This was our major goal in the 1979-81 biennium. Everyone in the department worked very hard to help accomplish this goal. Although we did not receive all the personnel that is necessary to properly operate the system, we were successful in receiving six of the ten personnel we need to properly operate the State Radio Communications Department.

Because our Communications Center was understaffed and our employee turnover was high, our second major goal was to reduce the stress, pressure and workload and make State Radio a better place for people to work. During the 79-81 biennium, the department made more accomplishments in this area than it did in the entire history of the department.

In October of 1980, a new twelve hour shift work schedule was implemented. This was a major step to improve working conditions for the employees.

1. The new schedule put more employees on each shift which reduced the overall workload per person on duty.
2. It allows the employee weekends off every other week, where with the old schedule, an employee waited four months for a weekend off. This was a major improvement for the moral of all employees.
3. The schedule also provided employees with a full time shift supervisor on every shift.
4. Scheduled (on duty) coffee and lunch breaks are now possible because of the new schedule.
5. Special assistance when workload and stress is eminent during peak traffic periods from the shift supervisor.
6. When an employee requires sick leave or annual leave, the supervisor can provide relief without calling in employees that are off duty.
7. The new schedule reduced the overall number of overtime hours that the employee was required to work each month. The employee could finally depend on a day off being "just that", a day off which allowed them to have more time with their families.
8. To further reduce stress and workload on employees a new teletype policy was implemented which required agencies with teletype terminals to send their own teletype messages. In the past, many agencies had abused State RAdio services in this area.

9. To reduce employee stress, in March of 1980, a totally new operational concept was implemented for the State Radio system and all user agencies. The concept would require that all local communications be handled on Channel 1 (or private frequency) and to reduce stress, State Radio employees would not be required to monitor this Channel. All state related radio traffic in and out of State Radio would be handled exclusively on Channel 2 and 3. Local law base stations would not be able to contact State Radio from their base stations. They would be required to use their teletype or telephone for this purpose. All air to ground communications by the Highway Patrol and Game & Fish would be handled on private police frequencies. Soon after this new operational concept was adopted, workload and stress was reduced, employee moral improved and our employees service to mobile units improved 100%. The State Radio system had never functioned as well as it does under this new concept. Without a doubt, this was one of the most significant accomplishments in the history of the department.

10. Another stress factor on employees was the ambient noise in the Communications Center created by computer noise, air blowers, fans, teletype machines, etc., with the System 7 computer being the worst problem. Because of the seriousness of this problem, we installed sound proof insulation in the Computer Room and sealed up the doors, removed fans from Center and reduced the ambient noise problem by approximately 75%.

11. Tone coded squelch was installed in all State Radio base stations to remove all interference problems from Canada, local law bases, etc. This was a major factor in reducing the stress problem that was inherent within the system.

12. The employee breakroom was improved to provide better facilities for the staff but because of its size its difficult for more than two employees to use the room at one time.

13. To reduce the workload on State Radio employees, the need to open the front door from 8 to 5 for EOC employees was discontinued. Many times the operation of the front door was a distraction when emergencies were in progress.

14. New more comfortable chairs were installed in the console area of the Communications Center. This reduced fatigue and made the 12 hour shift more bearable.

15. Colorful carpet was installed on the walls of the Center to improve acoustics as well as the environment.

16. The role of the Shift Supervisor was changed. He attended more management meetings and training programs. He was moved from a permanent radio position to a full time Supervisory position. For once, he could manage the employees on his shift. He could also provide the necessary breaks and relief when employees were absent because of sick or annual leave. This was the first time in the history of State Radio that the Shift Supervisor felt that he was an intricate part of the management staff.

17. The development of a certified dispatcher training program was a significant step in reducing the workload on our employees. When local law enforcement agency dispatchers receive professional training, they become less dependent on State Radio staff and this is a big factor in reducing the workload on State Radio employees.

Our third goal for the biennium was a very difficult one. This was to install Channel Guard (tone coded squelch) in all system mobiles and in all State Radio base stations. By the end of the 1979-81 biennium, this goal had been accomplished. Everyone at State Radio is extremely proud of this accomplishment because it eliminated the Canadian and Minnesota interference problems. It also eliminated unnecessary traffic from local law base stations and was a major factor in reducing severe stress on our employees.

The fourth goal was to develop and implement a frequency plan for the Highway Patrol and Game & Fish air to ground communications. This goal was also accomplished 100% by the end of the biennium. This eliminates a very serious interference problem that killed the entire State Radio system when they were in operation and put pressure and stress on State Radio employees.

Our fifth goal was to install repeater capability in all our Channel 1 stations. This was accomplished by the end of the biennium. This was done primarily for the benefit of the local law enforcement agencies who use Channel 1 primarily for inhouse administrative communications.

The sixth goal to improve training and educational programs for user agencies and our employees was also accomplished by the end of the biennium and a full report on this is in the Education and Training section of this biennial report.

Our seventh goal and probably one of the most important goals was to improve salaries of all employees so that they would be able to cope with the large increase in the cost of living and inflation. Salaries were poor and employee turnover problems were related to the low salaries. State Radio management worked hard to resolve this problem. At the beginning of the biennium, a new employees starting salary was $780. per month. At the end of the biennium, the starting salary for a new employee was $956. per month.

AVERAGE SALARY INCREASE FROM 1979-81 BIENNIUM:

The following is a listing of State Radio's sequential average salary increase and respective dates.

July 1, 1979	7%
Jan. 1, 1980	5.7%
July 1, 1981	7%
Jan. 1, 1981	10%
	29.7% Biennial Average
*July 1, 1981	9%
	38.7% From July 1, 1979 to July 1, 1981

*NOTE: This increase should be allocated to the 81-83 biennium if time lines are to be considered on a biennial rather than a calender year basis.

It is without a doubt, rare that any agency sets seven major goals for a biennium and is able to accomplish all of them 100%. Because of the team effort of all the employees at State Radio, all of the major goals were accomplished. The 79-81 biennial goals were major system improvements designed to increase productivity, reduce employee turnover and make the department a better place for people to work.

STATE RADIO'S MAJOR ACCOMPLISHMENTS DURING 1979-81 BIENNIUM:

1. Six additional employees were added to the Department bringing the staff work force from 24 to 30 personnel.

2. Channel Guard (tone coded squelch) was added to all system mobiles, portables and State Radio base stations.

3. Highway Patrol and Game & Fish departments air to ground frequency plan was implemented.

    A. Highway Patrol -- 156.030

    B. Game & Fish -- 154.815

4. A special communications system was designed for the North Dakota Drug Enforcement Division of the Attorney General's Office. State Radio transferred $12,000 worth of radio equipment to the Drug Enforcement Division.

5. A big accomplishment was the completion of system design for the North Dakota Park Services radio system. We are proud that we are able to help other state agencies with these major projects. Total project costs are approximately $55,000 which includes the following parks.

    Lake Sakakawea
    Little Missouri
    Lewis & Clark
    Sully Creek
    Butte View
    Streeter Memorial
    Beaver Lake
    Doyle Mountain
    Fort Ransom
    Turtle River
    Icelandic
    Lake Metigoshe
    Cross Ranch
    Fort Stevenson
    Saddle Butte/Chimney Butte

6. A new 12 hour shift was designed and implemented that reduced overtime costs and increased productivity and improved the moral of the employees.

7. State Radio received a $30,000 LEAA Grant to purchase parts for the Channel 1 mobile relay system.

8. New operations concept was developed for the State Radio system (Channel 1 for local traffic; Channels 2 & 3 for State Radio communications.) All Communications Center consoles were modified to handle the new concept.

9. A new teletype policy was adopted to assist agencies with the professional use of their teletype terminals and to reduce workload and stress on our employees.

10. A new forty hour dispatch certified training course was developed and taught on a scheduled basis at the North Dakota Law Enforcement Academy.

11. A new breakroom was developed for State Radio employees. The room is small, but the employees appreciated it very much.

12. The Dimension telephone system was installed in our Center. This was a tremendous asset to our ability to handle emergency telephone calls.

13. Salaries of all State Radio employees were improved in the 79-81 biennium.

14. State Radio purchased our System 7 IBM computer. The purchase of the computer will save the department One Hundred Thousand Dollars every biennium.

15. A new State Radio newsletter was developed and is sent to all system users on a quarterly basis.

16. A new Mobile Radio Users Manual was developed.

17. A new Signal 100 Manual was developed for all system users.

18. A new fire escape plan was developed and posted for the use of our employees.

19. 75% of the ambient noise problem was removed from the Center to improve the acoustics.

20. A new records retention plan was developed for the department.

21. Employee turnover was reduced to an all time low during this biennium and moral was at an all time high.

22. New ambulance radio specifications were developed and all state ambulances were modified to make the ambulance radio compatible with a State Radio law enforcement mobile.

23. Radio circuits coming into the EOC were split and buried underground to provide system security and redundant control circuitry.

24. A new radio maintenance log manual was developed to compile all system maintenance in one single manual.

25. The Belcourt radio tower was moved to Mylo, N.D. to provide better radio service for the users in the Belcourt area.

26. A new computer aided dispatch system was developed and implemented to assist the dispatcher with mobile unit status.

27. State Radio was responsible for modifying all North Dakota rest area phones to call back capability.

28. Installed a new paging system in the DOI Office for administrative use.

29. A new Teletype Users Manual was designed and sent to all LETS users.

30. A North Dakota Chapter of APCO was organized. Our agency was responsible for this excellent accomplishment in Public Safety Communications.

31. Assisted the State of Wyoming in the development of a new state radio system.

32. Developed a new computer statistical program that provides the department with valuable information regarding who uses the services of State Radio and amount of service rendered.

33. Plans were completed and tests were completed for DTMF access to State Radio Channel 1 repeaters at Hannover and Driscoll sites. All Channel 1 stations should be completed in the next biennium.

34. A new Model 43 teletype terminal was tested for possible use in an attempt to upgrade the North Dakota LETS system.

UNIT ASSIGNMENTS 1979-81 BIENNIUM

AGENCIES	INCREASED
POLICE DEPARTMENTS	68
HIGHWAY PATROL	3
SHERIFF'S OFFICES	86
FEDERAL UNITS	40
AMBULANCE'S	41
GAME & FISH UNITS	9
RADIO SERVICES	0
MISCELLANEOUS UNITS	49
PORTABLE UNITS	71
TOTAL	367

YEAR	COUNT	DAILY AVERAGE
TWO-WAY RADIO TRANSMISSIONS		
1978	1,317,572	3,609
1979	1,258,881	3,450
1980	1,225,418	3,357
1981 (6 mo.)	586,908	3,224
MOTOR VEHICLE REGISTRATIONS		
1978	41,152	113
1979	15,404	42
1980	27,151	74
1981 (6 mo.)	19,614	107
DRIVERS LICENSE SUSPENSIONS		
1978	12,976	40
1979	4,286	12
1980	12,667	38
1981 (6 mo.)	9,120	50
RADIO LOG ENTRIES		
1978	260,954	715
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AMB	194
CD	63
FD	92
OTH	1,418
SR	369
BC	276
CD	4
HD	120
TR	46
DL	1
MV	0
FA	19

INFORMATION RELEASE INFORMATION:

In the 1979-81 biennium, State Radio furnished information in the form of cassette tapes of telephone and radio traffic, copies of incident cards and copies of the radio logs to forty-five (45) agencies. This information was used in a variety of ways, such as to refresh an officers memory for court cases and at times the information is used as evidence in court. Also, it is used by agencies for internal purposes such as training, discipline or to see if an incident was handled properly. This is a very time consuming task for State Radio to perform, as none of the recordings are edited and must be taped minute by minute.

NCIC REPORT:

As of June 30, 1981, there were seventy-two teletype terminals in the State of North Dakota with the capability to make inquiries into the FBI NCIC Computer in Washington, D.C. In addition, there are fourteen teletype terminals in North Dakota that not only had the capability to make inquiries into NCIC, but were also allowed to enter their own items into the NCIC Computer system. These fourteen were allowed entry capabilities due to agency personnel successfully completing a State Radio training course in NCIC operations.

Of the 315,247 inquiries made into NCIC, there were 249 valid NCIC HITS made by State Radio, making an average of one HIT for every 1,266 transactions.

NCIC transactions for the past biennium have increased by 41% with almost 100% of this increase occurring in the stolen vehicle and wanted person files.

During the past biennium, twelve NCIC validation lists were received from FBI NCIC and processed. This entailed the verifying of our 7,000 records in the NCIC computer system.

NCIC HITS
JULY 1979 - JUNE 1981

MONTH	VALID	INVALID
1979		
JUL	8	21
AUG	28	54
SEP	18	37
OCT	10	21
NOV	7	16
DEC	11	21
1980		
JAN	11	19
FEB	11	11
MAR	10	39
APR	12	34
MAY	8	40
JUN	5	45
JUL	8	35
AUG	15	40
SEP	7	34
OCT	11	58
NOV	14	33
DEC	4	31
1981		
JAN	7	30
FEB	4	36
MAR	11	44
APR	9	47
MAY	9	28
JUN	11	41
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TOTAL	249	815

ONE VALID NCIC HIT PER 1,266 TRANSACTIONS

ENTRIES
JULY 1979 - JUNE 1981

MONTH	VEHICLES	ARTICLES	LICENSE PLATES	GUNS	WANTED PERSON	MISSING PERSON	SECURITIES	BOATS
1979								
JULY	71	38	3	31	11	38	0	4
AUG	100	37	4	22	12	36	0	0
SEPT	68	22	0	20	11	70	0	1
OCT	70	50	1	39	14	41	0	0
NOV	59	38	0	61	14	18	0	0
DEC	61	17	1	20	13	22	0	0
1980								
JAN	72	33	2	14	23	26	0	0
FEB	63	18	0	17	16	25	0	0
MAR	51	20	0	19	14	32	0	0
APR	96	41	8	19	13	50	0	0
MAY	72	51	0	20	33	31	0	2
JUN	71	102	4	26	16	32	0	0
JUL	95	16	7	39	20	29	0	2
AUG	65	21	2	18	15	36	1	2
SEP	69	28	2	32	22	23	0	0
OCT	73	33	0	34	21	21	0	4
NOV	68	45	5	49	18	27	0	1
DEC	62	24	1	19	15	15	0	1
1981								
JAN	48	36	1	15	16	11	0	1
FEB	33	23	2	23	10	18	0	0
MAR	57	48	2	23	16	42	0	1
APR	47	53	0	16	23	22	0	0
MAY	57	23	5	6	12	22	0	1
JUN	77	98	8	26	18	19	0	1
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TOTALS	1665	915	58	608	396	706	1	21

CANCELLATIONS
JULY 1979 - JUNE 1981

ONTH	VEHICLES	ARTICLES	LICENSE PLATES	GUNS	WANTED PERSON	MISSING PERSON	SECURITIES	BOATS
979								
JUL	49	1	0	3	7	28	0	2
UG	76	3	2	4	8	25	0	0
EP	76	1	5	0	6	54	0	4
CT	64	12	0	6	14	48	0	0
OV	59	14	0	3	13	20	12	0
EC	48	4	0	2	6	19	0	0
980								
AN	49	1	0	7	25	22	0	0
EB	89	2	8	2	10	23	0	6
AR	50	4	1	0	11	22	0	0
PR	72	0	0	40	17	78	0	1
AY	61	2	0	66	9	30	0	0
UN	58	3	2	39	20	22	0	0
UL	73	3	2	1	11	29	0	1
UG	87	2	5	5	15	26	0	0
EP	52	1	0	6	21	54	0	0
CT	63	1	0	3	20	22	0	0
OV	64	3	2	6	17	21	0	1
EC	57	13	0	4	14	17	0	0
981								
AN	110	3	2	22	10	8	0	3
EB	31	7	0	4	14	16	0	0
AR	37	1	0	3	25	39	0	0
PR	50	2	0	7	17	31	0	1
AY	43	0	0	39	9	18	0	0
UN	49	3	1	32	13	17	0	1
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OTAL	1467	86	30	244	332	689	12	20

INQUIRIES
JULY 1979 - JUNE 1981

MONTH	VEHICLES	ARTICLES	GUNS	PERSONS	SECURITIES	BOATS
1979						
JUL	7415	114	160	2848	5	8
AUG	8411	93	185	3241	6	5
SEP	8590	56	174	3178	2	11
OCT	8243	82	214	2777	0	1
NOV	6804	90	258	2679	7	0
DEC	6933	76	231	2683	0	3
1980						
JAN	6733	82	202	2319	1	1
FEB	7102	92	202	2771	0	0
MAR	7931	114	212	3430	0	0
APR	8182	123	222	3839	1	2
MAY	8747	88	170	3812	0	5
JUN	8435	72	167	3862	1	8
JUL	8789	53	202	4016	1	5
AUG	8862	62	228	3836	3	9
SEP	8161	88	271	3710	0	4
OCT	8836	94	305	3770	0	6
NOV	8342	62	360	3543	2	3
DEC	7645	86	278	3213	1	2
1981						
JAN	8021	65	246	3185	0	5
FEB	7637	55	266	3130	2	0
MAR	9210	108	276	3920	1	9
APR	9101	77	264	3996	0	8
MAY	9467	81	206	4017	2	8
JUN	9205	79	169	4324	0	10
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TOTAL	196702	1982	5468	82099	35	113

TRANSACTIONS AND AVERAGES
JULY 1979 - JUNE 1981

MONTH	TOTAL	DAILY AVERAGE	HOURLY AVERAGE
1979			
JUL	11704	378	15.75
AUG	13273	428	17.83
SEP	13254	442	18.41
OCT	12688	409	17.04
NOV	11091	370	15.41
DEC	10960	354	14.75
1980			
JAN	10502	339	14.13
FEB	11214	387	16.13
MAR	12722	410	17.08
APR	13781	459	19.13
MAY	14172	457	19.04
JUN	13991	466	19.42
JUL	14475	467	19.46
AUG	14208	458	19.08
SEP	13334	444	18.50
OCT	14140	456	19.00
NOV	13404	447	18.63
DEC	12214	394	16.42
1981			
JAN	12590	406	16.92
FEB	12092	432	18.00
MAR	14729	475	19.80
APR	14541	485	20.21
MAY	14963	483	20.13
JUN	15205	507	21.13

TOTAL	315247
MONTHLY AVERAGE	13135
DAILY AVERAGE	431
HOURLY AVERAGE	18.0

JULY 1977 - JUNE 1979

TOTAL	248974
MONTHLY AVERAGE	10374
DAILY AVERAGE	341
HOURLY AVERAGE	14.2

TRAINING SESSIONS
JULY 1979 - JUNE 1981

AUGUST 1979	8 HOURS	23 ATTENDEES
NOVEMBER 1979	14 HOURS	23 ATTENDEES
MAY 1980	8 HOURS	14 ATTENDEES
JULY 1980	14 HOURS	17 ATTENDEES
MAY 1981	16 HOURS	21 ATTENDEES

14 DIFFERENT AGENCIES SENT A TOTAL OF 32 PEOPLE TO THE TRAINING SESSIONS

ALTON L. LICK
Director of Institutions

LYLE V. GALLAGHER
Director of Communications

JAMES D. LUEDER
Deputy Comm. Director

WESLEY G. HENDRICKSON
Administrative Officer

RICK HESSINGER
Business Manager

COLLEEN ANDERSON
Secretary

STATE OF NORTH DAKOTA
RADIO COMMUNICATIONS DEPARTMENT
Area Code 701-224-2121
Box 1817
BISMARCK, NORTH DAKOTA 58505

N.C.I.C. RADIO L.E.T.S.

ALLEN I. OLSON
Governor

November 25, 1981

Mr. Lyle Gallagher
Director of Communications

Dear Lyle;

I just want to state what I feel personally to be the major accomplishment that we have achieved in the past biennium. That is the complete trust and support of the entire operating staff of the department. I realize that we have attained many of our major goals that were set for the 1979 - 1981 biennium, but the accomplishment we have achieved with the staff has to be the ultimate accomplishment. We now have a low turn-over rate, happy and satisfied workers, and all the personnel in the department give their total support and cooperation to the Director.

Jim
James D. Lueder
Deputy Communications Director

SYSTEM MAINTENANCE:

In the 1979-81 biennium, the Departments maintenance program provided excellent results. The continued maintenance of the VHF radio system is vital. In the biennium, there were a total of 649 radio outages for different reasons. From July 1, 1979 thru June 30, 1981, State Radio was in operation 99.7% of the time.

229 down/times - Highway Department radio maintenance doing preventive maintenance and installing additional equipment.

45 down/times - Telephone Company maintenance doing preventive maintenance.

231 down/times - Telephone Company problems including cut or spliced cables, bad carriers or line noise problems.

74 down/times - These were radio equipment problems, bad transmitters or receivers and antennas which had to be replaced.

649 Total

The system was taken down by Highway Department Radio Maintenance for preventive maintenance 352 hours 9 minutes.

The system was taken down by the Telephone Company for preventive maintenance 67 hours 13 minutes.

Telephone Company equipment problems such as cut cable, bad carriers and line noise resulted in 565 hours 1 minute of down time.

Radio Equipment problems such as bad transmitters or receivers resulted in 344 hours 36 minutes of down time.

A total of 1,328 hours and 59 minutes down time was experienced. This is an average of 2 hours 3 minutes per outage.

MAINTENANCE EVALUATION:

The maintenance provided by the North Dakota State Highway Department maintenance division over the period of July 1, 1979 to June 30, 1981, has been excellent. Many new ideas were implemented both in the tower sites and within the Communications Center itself with excellent results. In the prior biennium we had a problem at times contacting a maintenance man in the outlying areas. This problem has been resolved and we do not have much of a problem contacting a maintenance man.

RADIO MAINTENANCE GOALS / 1981-1983 BIENNIUM:

1. Work on a better switching system to replace the patch panel operation.
2. Perfect and install the dial up capability of the Channel 1 repeater.

TOWER SITE	MAINTENANCE HWY	MAINTENANCE TELCO	LINE NOISE	PROBLEMS REC	PROBLEMS XMIT	BOTH	CABLE CUT OR SPLICE	CARRIER OR CIRCUIT OUT	REPEATER PROBLEMS	POWER OUTAGE	TOTAL
ARNEGARD	5	4	1			1	3	2		1	17
BELCOURT	8		8	1		1	4	2			24
BISMARCK	13		7	1	3						24
BLAISDELL	6						2	1			9
BOTTINEAU	5		1				4	2			12
BOWMAN	11	3	2		1		2	3			22
CARRINGTON	7		3			2	2	2		1	17
CAYUGA	10		5					2			17
CLEVELAND	14		3	1				2		1	21
COLUMBUS	5	2	2			1	3	4			17
DENHOFF	8	1	3	1		1	4	1			19
DEVILS LAKE	13	7	1			3	1	3			28
DICKINSON	15	3	5	1	1	1	2	1		1	29
DOGDEN BUTTE	8				1	2	1	5			17
DRISCOLL	12		3	4		1		4		1	25
WILLISTON	4	1	12	1		1	6				25
FARGO	8	2				1					11
FINLEY	8		2	1							11
FORTUNA	6		2	2				3	1		14
GRAND FORKS	9		1	2	1	1	4				18
HANNOVER	13		3					1			17
KILLDEER	10	7	10	1			1	7			36
MERRICOURT	9		3				2	1			16
MILTON	8		4	1				2			15
MINOT	5		3	5	2		2	2			19
MOTT	8	4	1		1	2	2	1			19
NEW SALEM	9		3								12
PETERSBURG	6	1	2	1		1			1		12
RALEIGH	6		3				3	1			13
RYDER	4	2	2				2				10
SENT. BUTTE	5	2	5	3		2	2	4			23
TIOGA	3	1	2	3			1				10
VALLEY CITY	13	2	5	1		1	3				25
WAHPETON	14		2	1	2		3				22
WISHEK	11	3	5			1	1	1		1	23
TOTAL	299	45	114	31	12	23	60	57	2	6	649

Total Outages	649
Hwy. Maint. Outages	299
Radio Equip. Outages	74
Telco Equip. Outages	231
Telco Maint. Outages	45

Total Outage Hours	1,328hrs/59 min.
Hwy. Maint. Outage Hours	352 hrs/9 min.
Radio Equip. Outage Hours	344 hrs/36 min.
Telco Equip. Outage Hours	565 hrs/1 min.
Telco Maint. Outage Hours	67 hrs/13min.

FREQUENCY COORDINATION AND SPECTRUM MANAGEMENT REPORT:

Frequency coordination is one of the most important responsibilities of my office. We must work very hard to manage North Dakota's Public Safety spectrum.

Because of the shortage of available frequencies, frequency assignment must be the result of careful consideration of many different factors. We must handle all assignments of new frequencies or requests to change existing frequencies such as increasing authorized power input, changing authorized height of antenna, moving the base station or adding a base station within the existing area of operation. The coordinator must initiate a field study of the area of application within a radius of 75 miles of the station applicants location which serves to indicate the probable interference to existing licensees within 30MHz of the requested frequency. This study must be in the form of an engineering report which must also certify that all licensees within the area have been contacted in these regards.

The coordinator should have a knowledge of the local geography or terrain. City A might only be 25 to 30 miles from City B but there might be a mountain between them and they might be able to use the same frequency without any interference at all. On the other hand, cities a hundred miles apart, for instance, may not be able to operate co-channel because of low terrain or a transmission path set up by atmospherics or obstacles which can only be known to a local man or through experience.

A coordinator should have some engineering background in R.F. power, antennas and other factors involved in the makeup of a radio system.

The coordinator must be impartial. His decisions must be made on the basis of the facts presented to him and he should not allow himself to be persuaded in his recommendation by his friendship or acquaintance with individuals. One of the surest ways to draw criticism to an organization is to have bias shown in the recommendation of a frequency.

He must maintain the information he receives relative to requests to himself until such time as it is made available to all concerned. For example: many smaller cities are assisted in their requests for frequencies by members of commercial organizations. It must be assumed if A has assisted an Applicant in the preparation of his request that A has spent a considerable amount of time and effort in suggesting a system to the Applicant. If the coordinator were to be friendly with B, who is in the same business as A, and, as soon as he gets the request were to call B and tell him that the Applicant is in the market for a system, it could hardly be called ethical. The future disclosure of such practices would eventually work to the detriment of the coordinator and the organization which he represents.

Some kind of an adequate budget must be placed at the command of the coordinator. While the costs are not excessive, there is the matter of postage fees, office supplies and telephone costs. It should not be assumed that these costs will be borne by the coordinator's employers. In many instances the only contact the Applicant may have with the coordinator is by mail. Rapid replies to inquiries made on good letterhead paper and neatly typewritten indicates to the Applicant that he is doing business with a progressive and professional organization.

In summation, the coordinator must have some administrative ability because he, more than any other one individual, is in contact with more governmental officials than any other member of the coordinating body.

Many hours of hard work is involved in the frequency coordination process. But, we must continue to manage this vital resource to assure that not only our system but all other Public Safety Systems are free from congestion and interference problems.

From July 1, 1979 to June 30, 1981, the Department processed ninety frequency coordination applications in the Public Safety Radio Service. We are very proud of our work in this area for the Public Safety agencies that serve the citizens of North Dakota.

FREQUENCY COORDINATION REPORT

July 1, 1979 to June 30, 1981

TOTAL FREQUENCY COORDINATION APPROVALS------------------90

Police Departments	7
Sheriff's Offices	12
Ambulance's	29
Hospitals/Clinics	14
Fire Departments	4
Schools	1
BIA Offices	7
Park Services	8
Miscellaneous	8
	90

TELETYPE AND DATA SYSTEMS:

The computerized teletype system installed in September of 1976 continues to operate efficiently. There are presently 87 subscribers on the North Dakota Law Enforcement Teletype System with 25 Data Speed 40/3 terminals operating at 1200 baud and 62 Model 33 and 35 terminals operating at 150 baud. We continue to urge the major users of the system to upgrade their Model 33 terminals to Data Speed 40/3 terminals if they have not already done so. We continue to maintain one Model 28 low speed terminal for use by the US Weather Service on the WRITTEN Network.

With the computerized teletype system, we are now handling approximately 450,000 transactions per month. This is an increase of approximately 50,000 transactions per month over the last biennium.

State Radio has added a computer file which allows the Communication Specialists to make an inquiry and receive a list of all Law Enforcement units logged in or out of service on a given console position. This allows the Communications Specialist faster access to resources that are available for response to an incident or accident.

Additional disk storage was installed allowing for a longer retention period of messages but with increased traffic flow, this is again going to become a problem in the near future.

A problem area that comes up at times is that the Central Data Processing programmer assigned to us for the System 7 / CCAP 7 is not always available for changes, programming work or problems that may arise with the System 7. There is only one individual at Central Data Processing that is familiar with the System 7 and at times, we must wait for the programmer to free himself from other duties or return from vacation to work on our equipment.

One of the major problems that comes up from time to time, is that the HOST computer at Central Data Processing goes out of service unexpectedly and at times we must IPL the System 7 to bring the line back up between the HOST and System 7. This causes us to lose some messages and is an extra burden on the Supervisory staff at State Radio. Also if Central Data Processing is scheduling any routine maintenance, programming changes, or a move or upgrade of their system, it is always scheduled on weekends which are our peak traffic periods and as such, with the HOST computer out of service for drivers license or motor vehicle information, it causes us problems.

We continue to have the same maintenance problem with IBM as there is only one individual in the area trained in the System 7. If he is out of the area, we must call someone in from Fargo or Minot which causes unwarranted delays and down time.

The performance of the System 7 for the past biennium has been excellent with a minimum of down time. The IBM System 7 was in service 99.9% of the time which is an excellent record.

One of the goals for the coming biennium is the replacement of the Model 33 and 35 teletype machines with a newer simpler terminal.

The top ten users for the 1979-1981 biennium and their monthly averages on the system are:

AGENCY	MONTHLY AVERAGE
STATE RADIO	150,668
FARGO PD	9,090
BISMARCK PD	8,975
MANDAN PD	7,725
MINOT PD	7,051
GRAND FORKS PD	6,471
DICKINSON PD	4,996
WILLISTON LEC	3,254
RICHLAND SO	2,921
DEVILS LAKE LEC	2,499

IBM SYSTEM 7 TELESWITCHER OUTAGES / 1979-81 BIENNIUM:

PROGRAMMING / Taken out of service 5 times, a total of 7 hours 22 minutes of down time.

IBM MAINTENANCE / Taken out of service 13 times, a total of 20 hours 25 minutes of down time.

CENTRAL DATA PROCESSING / (Caused by their system dropping and having to take our system down in order to restore the line between their system and ours.)

POWER OUTAGES / Taken out of service 11 times, a total of 2 hours 30 minutes down time.

SYSTEM 7 / Out of service for unknown reasons 51 times, a total of 6 hours 39 minutes of down time.

EQUIPMENT PROBLEMS / Taken out of service 27 times, a total of 22 hours of down time.

TRAINING / Taken out of service 5 times, a total of 47 minutes down time.

CLEAR BAD MESSAGE / Taken out of service 19 times, a total of 3 hours 15 minutes of down time.

TOTAL TIMES OUT OF SERVICE = 172

TOTAL DOWN TIME = 62 hours 6 minutes. For a two year period, this is excellent.

DISASTER EMERGENCY COMMUNICATIONS:

In the 1979-81 biennium, State Radio has continued to upgrade the Emergency Communications Van. We have added a 2 meter ham base station, a Channel 1 repeater system and 17 additional 5-watt portable radios. The following is a list of the equipment presently installed in the Communications Van.

1.) Two base station radios with the capability to transmit and receive on all law enforcement networks, the DES frequency and the statewide EMS hospital channel.

2.) A 10-channel programmable scanner monitor enabling the Communications Van to monitor any other frequencies being utilized in the disaster or emergency situations.

3.) A 40-channel CB base station used to monitor Channel 9 the CB emergency channel for citizens calls during emergencies.

4.) Three telephones which allows the Communications Van personnel and other key personnel to make telephone calls.

5.) Model 33 teletype machine which, if the Communications Van is located in a major city or county seat which has law enforcement teletype capabilities, allows the van to have full law enforcement teletype capabilities.

6.) Sixty-four 5-watt portable radios with full law enforcement system capabilities and the DES administrative channel. These radios travel with the van for loan to key agencies and personnel during an emergency or disaster.

7.) A 30 unit charging rack was installed allowing 30 batteries to be on charge at all times.

8.) A 2-meter ham base station used to monitor the amatuer radio frequencies for citizens calls during an emergency.

9.) A Channel 1 repeater system allowing for extended range and coverage by the 64 portable radios that travel with the van.

The Communications Van is able to act as a relay center or a command post for any emergency or disaster situation that should arise. It is kept in complete readiness and will be able to be on the road to the scene of an emergency or disaster in approximately one hour with two State Radio personnel to operate it. The 4X4 pickup that was purchased to tow the van is also equipped with communications gear consisting of a mobile radio capable of working all law enforcement frequencies, the DES administrative channel, EMS hospital channel, 40 channel CB radio and a mobile telephone for use in remote areas where telephone lines are not available for the Communications Van.

A major accomplishment in the area of the Communications Van in the past biennium has been the renting of garage space in which to store the van. This keeps the van out of the weather and helps to insure that it is ready to be activated at all times.

The Communications Van is tested on a regular monthly basis by the State Highway Departmemt radio maintenance division and State Radio personnel to insure that all equipment including the emergency generator are in proper working conditions.

The Communications Van was displayed at the Dakota Mall in Minot for Law Day on April 30 thru May 2, 1980 and again on April 30 thru May 2, 1981. The van was manned by two of State Radio's personnel who answered any questions that were asked by the public. There were many visitors to the van and many questions asked. Most were unaware that a Communications Van set up such as ours existed in North Dakota and that it was available to their local communities for emergency or disaster situations at no cost to the community. I feel that the participation in Law Day at Minot is well worth the effort for the good public relations that we receive.

In May of 1980 a field test was conducted with the Communications Van to test its ability to work in a remote site with no commerical power or conveniences. A remote site in Sioux County was chosen for the test with the van being manned by three State Radio personnel. In a test conducted while there, it was determined that two personnel knowledgeable in the operation of the van could, in twenty-two (22) minutes have the van set up with the emergency generator running and a base station on the air. The test was a success with all equipment functioning properly. The test took place over a two day period.

On May 6, 1981, the Emergency Communications Van was displayed for the North Dakota Chapter of APCO members who were holding their spring meeting in Bismarck.

On May 19, 1981, State Radio was invited to participate in a training session being put on in a remote site in Williams County. We were asked to act as the command post for a tactical team training exercise. This proved to be very educational and informative and showed us what some of the problems were that could arise during a situation where a tactical team was used and we are required to act as the command post and direct part of the operation. It also showed us what the limitations would be in taking the van into remote areas.

The Communications Van was not actually used in an emergency or disaster situation during the past biennium. This was due to the fact that there were no floods or tornado's that struck any community or any other emergency or disaster that warranted the use of the van.

The NAWAS (National Warning System) plays a very important roll in State Radio's disaster emergency communications system. It provides a direct line to the major city police departments and the US Weather Service within North Dakota for storm or emergency information. It is the responsibility of the Communications Specialist to monitor the NAWAS at all times. This system is used for the notification of warning points in case of a natural disaster or an attack warning. Failure to answer a NAWAS test (conducted once every 8 hours) by the Communications Specialist results in the immediate dismissal of the employee. North Dakota presently holds the nations record for not missing a NAWAS test.

An extremely important and critical responsibility performed by State Radio is hazardous materials spills. State Radio is the primary reporting point for hazardous material spills in North Dakota. It is the responsibility of the Communications Specialist to notify the proper agencies of the spill insuring that all pertinent information is relayed to the agencies to protect the citizens of North Dakota and all personnel involved in the hazardous materials spill from injury. State Radio presently has seven personnel trained in hazardous materials spills. These seven personnel are listed on the call-up lists for State Radio and DES. Upon notification of a spill, one of the seven personnel must report to work to assist with the communications and coordination of the incident.

State Radio also works quite close with the Civil Air Patrol on down and missing aircraft and search and rescue missions providing a 24 hour dispatch center for their personnel in case of an incident. State Radio also provides communications and coordination for the Civil Air Patrol in times of emergency situations.

State Radio works quite close with DES providing them with a 24-hour dispatch center for their personnel informing them of disaster or emergency situations as they arise.

One of the most used communications tools for the public and law enforcement during emergency situations is the toll free telephone number. State Radio receives all types of calls on these telephone lines from calls about drivers license information to reporting accidents, tornado's, game and fish violations and hazardous materials spills. This is a valuable tool for the Communications Specialists but also one of great responsibility.

During the 1979-81 biennium, State Radio loaned portable radios to eighty-seven (87) other agencies for a total of 421 assists. These radios were used for a wide range of reasons from law enforcement training, floods, severe weather, stake outs, and back up systems when other law enforcement agencies systems have failed and for many other special services.

This department has provided emergency communications in all of the disaster emergency situations listed below:

DOWNED OR MISSING AIRCRAFT	19
FLOODS	0
HAZARDOUS MATERIALS SPILLS	26
TOTAL	45

State Radio works very close with the US Weather Service especially in times of severe weather or floods. We gather weather information from law enforcement in the areas in question and relay it to the US Weather Service for analysis.

State Radio had 2,957 weather coordination calls with the US Weather Service.

Weather related emergencies issued by State Radio for the 1979-81 biennium were:

73 WATCHES 244 WARNINGS FOR: Tornado's
Thunderstorms
Blizzards
Flash Floods

GOALS FOR DISASTER EMERGENCY COMMUNICATIONS:

1.) Train all personnel to operate the Communications Van.

2.) More personnel trained in the handling of hazardous materials.

3.) Continue to upgrade the hazardous materials manuals and handbooks in the Communications Center and purchase any new materials that become available.

PROGRAM INVENTORY AND COST ANALYSIS SUMMARY - DEPT. 506

JULY 1, 1979 TO JUNE 30, 1981

	Object Number	Actual Expenditures	
SALARIES & WAGES:			
Salaries & Wages	1000	$ 682,557.81	
Temporary Salaries	1080	564.00	
Overtime	1090	55,353.53	
Paid Annual Leave	1095	1,391.92	
OASIS Assessment	1820	1,201.06	
Social Security	1830	46,889.95	
Hospital Insurance	1840	35,609.47	
Workmen's Comp	1850	1,787.61	
Unemployment Insurance	1870	3,204.20	
State Retirement Cont.	1880	34,824.69	
Sub-Total			$ 863,384.24
FEES & SERVICES:			
In-State Meals	2110	$ 798.22	
Out-of-State Meals	2111	239.00	
In-State Lodging	2115	353.94	
Out-of-State Lodging	2116	268.90	
In-State Mileage	2120	157.60	
Out-of-State Mileage	2121	185.92	
Commercial Transp/Other	2130	42.50	
Commercial Transp/Air	2131	1,088.00	
Misc. Travel	2150	31.20	
Conference Expenses	2170	220.00	
Electricity	2230	146.19	
Rent of Equip. incl. films	2310	420.89	
Office Equip. Rental	2330	342.67	
Rent of Building Space	2360	25.00	
Mailing Services	2400	67.40	
Postage & PO Box Rental	2410	3,386.86	
Telephone/Telegraph	2420	26,913.29	
Repair Equip./Office	2500	261.51	
Reapir Equip./Auto	2505	1,375.07	
Repair Equip./Other	2510	527.88	
Service Contract/Cff. Equip.	2515	495.00	
Service Contract/Other	2520	175,275.37	
Repair Bldgs/Grounds	2560	2,389.38	
Repairs not Classified	2599	314.95	
Medical/incl. Hospital	2611	50.00	
Audit	2613	307.00	
Management & Cons. Service	2650	3,096.60	
Instructors	2680	221.10	
Professionals not Classified	2699	155.00	
Property	2720	2,516.20	
Liability	2730	211.43	
Radio/TV/Newspaper/Fees	2911	1,034.54	

FEES & SERVICES COND'T:

	Object Number	Actual Expenditures	
Licenses/Taxes	2914	$ 24.00	
Dues - Memberships	2915	200.00	
Laundry / Dry Cleaning	2917	566.61	
Tuition Fees	2975	428.08	
Other Misc. Fees	2999	157.00	
Sub-Total			$ 224,294.30

DATA PROCESSING:

	Object Number	Actual Expenditures	
Data Processing/Special Appropriation	2017	$ 174,085.64	
Sub-Total			$ 174,085.64

SUPPLIES & MATERIALS:

	Object Number	Actual Expenditures	
Supplies & Materials	3000	$ 32.40	
Office Supplies	3050	3,358.43	
Central Reproduction	3155	432.12	
Printing/Central Reprod.	3200	3,312.07	
Printing/Other	3205	1,142.71	
Books	3210	84.90	
Periodicals & Subscriptions	3215	713.17	
Paper Products	3230	1,559.82	
Photography Supplies	3260	13.60	
Food Supplies	3300	58.57	
Dry Goods	3350	4.95	
Uniforms	3355	4,260.29	
Dishes	3460	36.28	
Silverware & Utensils	3465	58.93	
Janitorial	3475	22.58	
Hardware & Bldg. Supplies	3550	268.36	
Expendable Tools	3555	114.19	
Other Bldg. & Equip. Supplies	3565	4,246.65	
Plumbing	3570	84.01	
Electrical	3575	194.94	
Equip. Repair Parts	3585	18,831.77	
Other Petlm. & Fuel Prod.	3605	12.00	
Films	3700	70.09	
Adv. & Promotional Supplies	3705	11.69	
Trophy Ribbons PM & Awards	3710	175.30	
Supplies not Classified	3720	653.87	
Audio Visuals	3730	190.01	
Fuel & Oil	3800	2,927.86	
Motor Vehicle Tires	3803	104.42	
Repair Parts	3805	570.59	
Furniture	3958	396.98	
Sub-Total			$ 43,943.55

	Object Number	Actual Expenditures	
EQUIPMENT:			
Equipment	4000	$ 444.90	
Radio Equipment	4110	108,697.33	
Office Machines	4160	14.95	
Furniture & Furnishings	4170	4,090.23	
Machinery & Other Equip.	4190	389.95	
Sub-Total			$ 113,637.36
GRAND TOTAL EXPENDITURES			$1,419,345.09
FUNDING:			
REVENUE & GRANTS		$ 29,984.00	
GENERAL FUND		$1,389,361.09	
TOTAL FUND			$1,419,345.09

GOALS:

To provide responsible managerial duties in the administration of the fiscal business and service operations of State Radio in order to enhance and ensure the goals and objectives of the Department are attained.

OBJECTIVES:

1.) Provide fiscal and accounting services including preparation of the State Radio budget.

2.) Provide budgeting expertise compatible with Department needs and State guidelines.

3.) Preparation of annual financial statements.

4.) Preparation of payroll records.

5.) Maintain fixed assets inventory.

6.) Preparation of accounts payable and accounts receivable.

7.) Provide purchasing services to ensure attainment of Departments goals and objectives.

STAFF REPORT:

During the July 1979 to June 1981 biennium, there were two major highlights. The first would have to be changes in the radio and teletype system methods of operation and resource policy which eased the workload and stress and in addition, lessened mental fatigue. Secondly, the revision of the shift scheduling. Together, these two modifications were the major factors that improved the working environment.

Current status of State Radio staff:

Communications Director	1
Deputy Communications Director	1
Administrative Officer III	1
Business Manager I	1
Secretary IV	1
Communications Supervisor	4
Communications Specialist III	4
Communications Specialist II	7
Communications Specialist I	4
Total	24

To attract applicants with qualifications meeting our requirements, the starting salary of a Communications Specialist I was adjusted to compete with business in the private sector.

A department salary administrative plan was developed and implemented standardizing the program.

The department promoted six members of the staff during the biennium.

All staff members were encouraged to take earned vacation time off relieving work stress and pressure by getting away from the job. During the biennium, 5,666 hours of vacation were earned overall with an average of 236 hours per employee, while 5,403 hours of vacation were taken for an average of 225 hours per employee.

Sick leave comparisons have 4,467 hours allowed overall for an average of 186 hours per employee, with 2,541 hours taken overall reflecting an average of 106 hours per employee for the biennium.

The operations staff was provided a breakroom and although small, it enables employees to eat away from their work positions, a luxury they didn't have before. To properly furnish the breakroom, a used refrigerator and a new microwave oven and table were purchased.

Emergency escape routes were posted in the Communications Center outlining the quickest and safest fire escape route.

There is a real need by employees for room to store personal belongings necessary in the everyday process of their work routine. Locker space is badly needed to store coats, sweaters, boots, etc., not to mention the headsets they use to monitor the radio while on duty.

Office space is shared by another agency (Disaster Emergency Services) and personnel counciling lacks the privacy employees expect and want in many situations.

TRAINING AND EDUCATION:

Training and education in Public Safety Communications remains a priority, but a less than adequate staff influenced the total manhours devoted to this area. Professionalism in the Public Safety Services experienced some breakdowns, however, through the programs that were offered, much improvement was experienced from the training effort extended.

State Radio Personnel Received Training and Education in a Variety of Areas:

Nine employees received training in operating and understanding the Computerized Teletype Switching System, learning how to identify trouble or correct malfunctions with terminals or line interference.

Ten employees received training during a one day workshop handling emergencies that covered hazardous material accidents, receiving bomb threats and receiving and handling other emergencies on the telephone.

A three day workshop at the Law Enforcement Academy presented by NATB covering stolen vehicles was attended by a Supervisor.

Ten employees of State Radio attended the "Communicators Course" at the Law Enforcement Academy and received a certificate for 40 hours of formal class room instruction.

A one day workshop covering "Supervisory Skills" was attended by two of our Supervisors and a one day workshop for "Improving Supervisory Skills" was attended by our other two Supervisors.

The Deputy Director, Administrative Officer and our four Supervisors attended a two day workshop on "Supervisory Management."

Law Enforcement Training Concentrated on Efficiency with an Emphasis on Communications Know-How:

The highlight of training was approval by the Law Enforcement Council for the 40-hour "Communicator's Course" developed by State Radio and offering the course at the Law Enforcement Academy. During this biennium, the course has been taught three times, with sixty-one communications personnel receiving certificates of training in radio, telephone and public safety methods of communications for dispersing criminal information. This course is geared for the agency radio dispatcher and other communications personnel and has been well received.

In addition, the course offers workshops with instruction on the method of using the NCIC as a felony records data base. This workshop teaches felony records entry procedures and how to maintain them accurately. Seventy-five personnel from many different agencies received this training with forty of those personnel receiving approval to supply this system with a permanent record for nationwide access of their felony warrants.

The "Basic Radio Training Program" presented to law enforcement provided 292 police personnel at the Law Enforcement Academy with basic training in the use of the mobile radio.

During two district meetings of enforcement personnel from the Game & Fish Department, members of those district field forces were lectured on radio usage and resources available from State Radio.

A total of 80 hours was devoted to traveling to different communities instructing fifty-eight office personnel from different law enforcement agencies on how to operate their teletype machines, how to use the correct system procedures and message formats, and how to access computerized data available to them.

The Mandan and Bismarck Police Departments were added as state warning points on the North American Defense System. State Radio provided training and instruction to thirteen members of their staff to correctly answer and use this telephone hotline system.

Time was devoted to the staff of Disaster Emergency Services to review their role on the State Communications System and use of the radio during an emergency response.

In the interest of public awareness, "Communications and State Radio's Role in Public Safety" was the title of a lecture presented to students of Minot State College's Highway Safety class.

Members of Bismarck's ham radio club received a lecture/discussion based on State Radio's role in public safety with emphasis on severe summer weather.

In January 1981, State Radio began publication of a newsletter for statewide law enforcement agencies in an effort to keep police personnel informed of the rapid advances in communications technology plus a report on what is happening in North Dakota to make their communications more effective and tips on maintenance and repair of radio equipment.

GOALS AND OBJECTIVES:

PERSONNEL

1. Continue to improve the employee working environment.
    a. Justify and obtain room to expand the Communications Center area.
    b. Minimize stress and mental fatigue.

Objective Reached:

The working environment was improved, stress and mental fatigue lessened through basic measurers allowing breaks and taking steps to ease job pressure.

TRAINING & EDUCATION

1. Continue the present training programs, improving and adjusting training techniques to produce an understanding and awareness of communications systems used for Public Safety in North Dakota and the operating procedures and methods of those systems.

Objective Reached:

There have been pleasing results of our training efforts, however, the programs must continue to meet the needs and keep up with the changes.

North Dakota Industrial School

Route 4 - Mandan, North Dakota 58554
701-663-9523

Allen I. Olson
Governor

Alton L. Lick
Director of Institutions

Dr. Duane L. Lawrence
Superintendent

Jack Johnson
Deputy Superintendent

November 25, 1981

MR. ALTON L. LICK
Director of Institutions
State Capitol
Bismarck, ND 58505

Dear Mr. Lick:

I am pleased to submit the North Dakota Industrial School Biennial Report describing staff and student programs and activities for the period of July 1, 1979 to June 30, 1981. As can be noted throughout, there are serious concerns regarding the needs of the Institution in the upcoming years.

However, the assistance of your office and staff, our Governor, the Legislative Assembly, and the commitment by the North Dakota Industrial School staff in a dedicated effort to assist North Dakota youth placed here is deeply appreciated. There is no doubt that all aspects of our programs have been significantly enhanced.

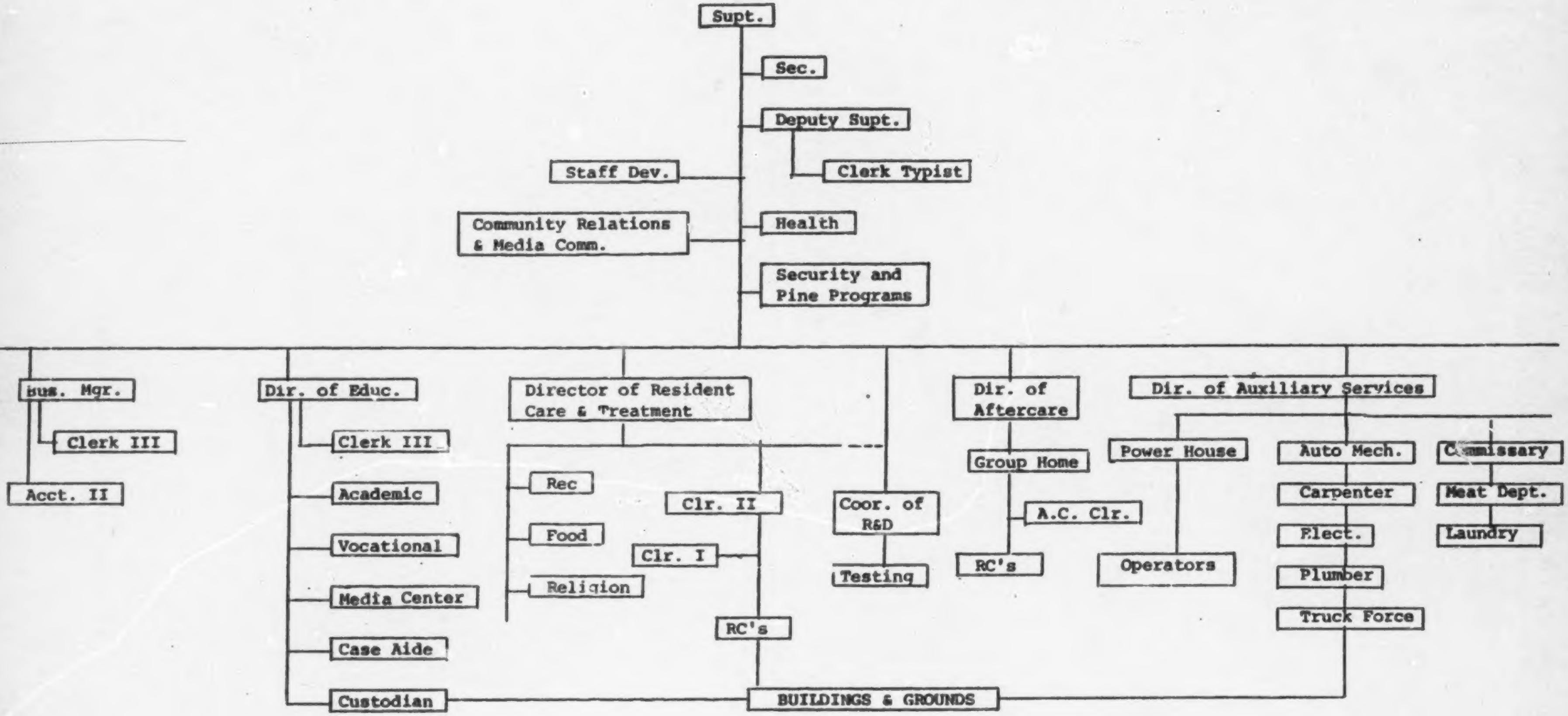
This report has been prepared by the Superintendent and the staff of the North Dakota Industrial School.

Respectfully,

DUANE L. LAWRENCE, Ed. D.
SUPERINTENDENT

DLL:ca

NDIS PROGRAM ORGANIZATIONAL CHART



BIENNIAL REPORT

CONSTITUTIONAL RESPONSIBILITIES AND FUNCTION OF THE SCHOOL

Chapter 12-46-01. Industrial School-Location-Purpose-Name

The North Dakota Industrial School shall be located at the city of Mandan in the county of Morton, and shall be the general reform and industrial school of the state for the detention, instruction, and reformation of juveniles of both sexes who are committed to it according to law.

Chapter 12-46-03. Officers of the North Dakota Industrial School

The officers of the North Dakota Industrial School shall be a Superintendent and such teachers and assistants as may be deemed necessary and recommended by the Superintendent and approved by the Director of Institutions.

Chapter 12-46-13. Who may be sent to State Industrial School-Court procedures.

Whenever a person under the age of eighteen years is found guilty in any district court or county court with increased jurisdiction of a crime or public offense, other than murder, the court instead of entering judgment against such person, if in its judgment the accused is a proper subject therefore, may direct an order entered in the minutes of the court that the person be committed to the State Industrial School until the person attains the age of eighteen years. If the person so committed is of the age that he will not have been committed for at least two years before he attains the age of eighteen years, the court may extend the commitment beyond the date he attains the age of eighteen years, but the entire commitment shall not exceed a period of two years.

AFTERCARE PROGRAM FOR INDUSTRIAL SCHOOL

Chapter 12-52-01. Director of Institutions to administer Aftercare program.

The Director of Institutions may provide an aftercare program for persons committed to the State Industrial School and may establish facilities in, and rules and regulations under, which such persons may receive aftercare.

Chapter 12-52-02. Aftercare granted on recommendation of Superintendent.

No aftercare program shall be provided for any person committed to the North Dakota Industrial School or placed under the guardianship, control, and custody of the Superintendent, unless the Superintendent recommends the program to the Director of Institutions, and some suitable person will receive the person to be placed in the aftercare program under conditions approved by the Superintendent. Nothing in this chapter shall prevent the placing of any person into his own home or into a licensed foster home under any program administered by the Social Service Board of North Dakota.

Chapter 12-52-03. Recommitment to the State Industrial School for violation of aftercare rules.

A person placed in an aftercare program shall be under the guardianship and control of the Director of Institutions, and is subject, at any time until the expiration of the time for which he was committed , to be taken into actual custody and returned to the State Industrial School. The Director of Institutions may enforce the rules and regulations made by him for the administration of aftercare programs and the placement of students in them, and when he is satisfied that a person placed in an aftercare program has violated any of the rules or regulations, he may order that person to be taken into actual custody and returned to the State Industrial School, and to be detained therein until the expiration of the time for which he was committed, or until he is again placed in an aftercare program. The Director shall maintain a record of any such order, and a certified copy of the order may be delivered to any peace officer, or any officer or employee of the State Industrial School, for service and return. It shall be the duty of the officer or employee to receive the order and to apprehend and immediately deliver the person named in the order to the Superintendent of the State Industrial School.

Chapter 12-52-04. Officer's or employee's return on order of recommitment.

The officer or employee executing an order of the Director of Institutions for the apprehension and return of a person to the State Industrial School shall endorse on the order a return of his doings thereunder and deliver the same, together with the person named therein, to the Superintendent of the school. The Superintendent shall give to the officer or employee a certificate acknowledging the receipt of the person, order, and return.

Chapter 12-52-07. Discharge for good conduct.

The Director of Institutions may discharge any student from the State Industrial School at any time upon satisfactory evidence of reformation and as a reward for good conduct and diligence in study. If the student has no parent, guardian, or other person to whom to return, the Director of Institutions shall arrange for and procure some suitable person to receive, employ, and care for the person so discharged, without charge to the state.

NORTH DAKOTA INDUSTRIAL SCHOOL
MANDAN, NORTH DAKOTA

HISTORY & LOCATION

Established as a co-educational institution for adjudicated youth by the act of the Legislature in May, 1902, the North Dakota Industrial School was opened on May 13, 1903.

The North Dakota Industrial School is situated in the beautiful Heart River Valley adjoining the southwest city limits of Mandan, North Dakota. The Industrial School lies in the Missouri River Valley with the Heart River forming a natural eastern boundary. It contains 1,469 state-owned acres of land stretching southwestward 3 and one-half miles, diversified by low lands, rolling prairies, and streams.

The campus is located on approximately 125 acres of land just west of the Heart River and city of Mandan. The school, looking much like a North Dakota college campus, is divided east and west by a beautifully-lined roadway.

PHYSICAL FACILITIES

The North Dakota Industrial School currently has 4 cottages which house the student residents. Three of the cottages house male students. They are: Brown, Hickory, and Devine. One of the cottages, Maple, houses all the female student residents. Pine Cottage, previously a treatment and security cottage, is expected to be opened early in 1982 as a strictly security cottage.

Each of the four cottages is staffed by a Cottage Director and a team of Resident Counselors, all of whom provide supervision 24 hours a day, 7 days a week. The Cottage Director is directly responsible for the facility, the staff, the student living activities, and the behavioral management of the students.

On the east side of the campus, two cottages are located. Brown Cottage, which was opened on December 22, 1963, has a capacity of 24 students, and is a treatment cottage. Maple Cottage, housing the female student residents placed at the North Dakota Industrial School, has a capacity of 35 students. It was completed in 1952 and students residents in this cottage can either be placed in single or multiple resident rooms.

Maple Cottage is unique in that it features a Receiving and Diagnostic Unit, serves as a maximum security unit for females, and is also a treatment cottage for female students.

On the west side of the campus, Devine Hall is located. Many years ago this cottage was the facility for housing all female students. It has a capacity of up to 30 students.

Hickory Hall is also located on the west side of the campus and was completed in 1955. It has a capacity of approximately 25 students. Presently, Hickory Hall serves as the facility for the Receiving and Diagnostic Unit for male students, and is also utilized as a treatment cottage.

The Administration and Education Building, completed in 1961, is located on the southeastern side of the campus. This facility contains a modern school with library, music and art, crafts, academic areas, and Industrial Arts. The Vocational Education and Maintenance Building is located on the northern side of the Administration/Education building and houses the Trade School, Carpenter, Auto Mechanics, Motor Mechanics and Plumbing/Maintenance Shops.

The All-Faiths Chapel, completed in 1964, is located on the west side of the entrance roadway and is used to conduct religious services for all denominations and special religious programs.

The Commissary Building, erected in 1964, includes a meat department which has a walk-in cooler, a regular cooling unit, and a sharp-freeze unit.

Water used for drinking and sanitary purposes is supplied by the City of Mandan. The North Dakota Industrial School wells furnish water needed for irrigation and watering of lawns.

One-half of the campus is contained within the corporate limits of the City of Mandan, and thus, protection is provided by the Mandan City Fire Department and Mandan Police Department. The North Dakota Industrial School is also included within the Mandan Rural Fire Department District.

PHILOSOPHY OF THE SCHOOL

The North Dakota Industrial School serves the communities of North Dakota for the primary purpose of incarcerating those youth who have been adjudicated either unruly or delinquent. Regardless of the type of adjudication, the North Dakota Industrial School attempts to assist these young people in becoming responsible for themselves and their behavior. Therefore, the causes of delinquency or unruliness, rather than the delinquent or unruly act itself, are the center of attention for those youngsters placed at the Industrial School.

All students are required to deal with their own behavior, past and present, and their own behavioral management. The students are asked to begin developing day-to-day skills which are needed to live effectively once they leave the North Dakota Industrial School.

The North Dakota Industrial School attempts this accomplishment through the use of Reality Therapy. As can be noted in the description of the Counseling Services, the treatment approach is identity-oriented. The ultimate goal of this treatment approach is to lead the individual away from a failure identity by learning to deal with his/her behavior in a more successful manner. In essence, students are asked to identify that which they have been doing poorly, develop a better plan, and carry out their new program with a stronger commitment. Under the auspices of Reality Therapy, excuses are not accepted. Should failure occur, natural consequences, or punishment, will be the result. The success plan can be re-negotiated. Over the past five years the Industrial School has found success with this treatment modality and other state agencies dealing with juveniles have initiated Reality Therapy as their own treatment approach.

NORTH DAKOTA INDUSTRIAL SCHOOL DEPARTMENTS

Besides the Administrative functions and the clerical and Business Manager areas, the North Dakota Industrial School has four major departments. They are: Maintenance and Capital Improvements (Auxiliary Services), Resident Care and Treatment, Education, and Aftercare/Outreach.

A description of these services follows:

MAINTENANCE & CAPITAL IMPROVEMENTS:

The Maintenance Department at the North Dakota Industrial School is under the direction of Mr. Henry Eckroth, Director of Auxiliary Services. The primary purposes of this department are: Maintain a satisfactory appearance of all buildings and grounds, provide maintenance on institutional vehicles and equipment; and provide repair and maintenance services to all cottages and buildings, which includes the areas of plumbing, carpentry, electrical, heating and other general maintenance activities.

The department consists of 11 positions. They are: One plumber, one carpenter, one electrician, one power-plant supervisor, two power-plant operators, one motor mechanic, one laundry supervisor, one custodian, one store keeper, and one maintenance worker II.

Programs and activities conducted during the Biennium included: Assisting in the building of the Superintendent's new residence, remodeling the sewer lift station, making roof repairs to both Devine Cottage and the Gymnasium, remodeling the hot water system for Maple Cottage and Hickory Cottage, building new picnic tables for the campus use of cottage residents, painting of the gymnasium - interior and exterior, painting and repairing the doors of the Institutional garage complex, shingling and painting the bus garage, painting the exterior of the Institutional Power House, repairing the entry to Devine Cottage, completing the "BEST" lock system, and assisting in the accessibility for physically handicapped by the advent P.L. 94-142 by building safety railings, ramps, and bathrooms for the physically handicapped.

Future Directions

Maintenance and Capital Improvements suggested for the North Dakota Industrial School for the future would include a new Kitchen and Dining Facility for student residents. Functions deleted during the Biennium included the demise of the Youth Employment Training program, a Federally funded program for fifteen (15) residents hired at a minimum wage to complete projects on campus. Funding was terminated on September 30, 1980. Concern is also expressed regarding the number of personnel needed to man and maintain the new coal gasification heating system at the Power House. It is noted that, with the advent of the use of coal to heat the institution, at least one more staff member is mandatory to physically provide the necessary manpower.

RESIDENT CARE & TREATMENT DEPARTMENT

The North Dakota Industrial School Resident Care & Treatment Department, under the direction of Mr. Conrad A. Dvorak, consists of the following areas: Counseling; Clinical and Educational Testing; Social Services; Medical and Dental Services; Resident Living; Recreational and Leisure Time Activities; and the Religious Program. A full-time professional staff of 5 Counselors and 5 Cottage Directors serve the various treatment needs of the residents.

The major goals of the Resident Care & Treatment Department include:

1. Provide a diagnostic assessment of each student through a comprehensive clinical, educational and vocational testing program;
2. Provide individual as well as group counseling to students;
3. Design and coordinate treatment plans for each student;
4. Provide psychological-psychiatric services;

5. Facilitate the Receiving and Diagnostic units for both male and female students;
6. Provide the necessary programming services that will best benefit students during their placement at the North Dakota Industrial School;
7. Keep records and monitor the progress of each student;
8. Develop and coordinate plans regarding the release of each student;
9. Provide consultation and training for all staff at the North Dakota Industrial School.

Counseling

The source of a student's conflict with the legal authorities may be related to many different reasons, i.e., age, sex, class, culture, personality, family or simply to their relationship with authority. An individual case may be explained by one of several theories found is psychology, sociology, education and/or other disciplines.

When every student arrives at the Industrial School, he/she is extensively evaluated in the respective Receiving and Diagnostic Unit, either male or female. Following an intensive evaluation period of 3-4 weeks, the Superintendent and staff of the North Dakota Industrial School provide a recommendation for treatment to the sending community officials. Either it is recommended the student stay at the Industrial School for treatment, or other alternatives like returning to the community are suggested. The evaluation effort is coordinated by Mr. Buck Nelson, Receiving and Diagnostic Coordinator, and includes a physical, emotional, behavioral, and educational assessment of the student's needs.

The basic treatment modality practiced at the North Dakota Industrial School is responsibility for self and is identity-oriented. The crux of this program is a series of principles applicable to individuals with behavioral and/or emotional problems. With the implementation of this program a student is helped to gain a successful identity for him/her self. The focus remains in the present and on "what you have been doing". The student is provided direction in perceiving oneself accurately, to face reality, and to fulfill one's needs in a productive and responsible manner. As a part of the treatment/rehabilitation program each student is assigned in a cottage to a primary counselor, to group therapy and to a special treatment team consisting of counseling, cottage, and academic staff. The entire process is coordinated through the NDIS staff to provide the student with a reality and identity-oriented treatment plan.

Accomplishments

New functions and accomplishments during the 1979-1981 biennium in the department of Resident Care & Treatment include an improved system of documentation regarding student progress (or lack of progress) based on monthly, status, Receiving and Diagnostic, and/or Pre-Release reports which are issued to the sending communities. The 1979-1981 biennium also showed an increase in staff training in Reality Therapy, Discipline, Security, and the process of Group Counseling. Treatment Team meetings were held on a monthly basis and included representatives of the school, cottage, and counseling staff. These meetings proved particularly effective in providing feedback to the students in terms of their treatment plan and progress.

CLINICAL AND EDUCATIONAL TESTING PROGRAM:

The NDIS Clinical and Educational Testing Program provides a comprehensive clinical, educational and vocational testing program to assist in ascertaining various clinical, educational, or vocational needs of the students.

The instruments are:

Personality

1. Tennessee Self-Concept
2. Jesness Inventory
3. Slossen Intelligence Test

Educational

1. Wide-Range Achievement Test
2. California Achievement Test
3. Peabody Picture Vocabulary Test

Vocational

1. General Aptitude Test Battery
2. Woodcock Johnson Mastery of Skills Test
3. Students Interest Inventory

In the school setting, students are tested upon entrance to and exit from the Institution. Other testing occurs as needed in the diagnostic work of evaluating individual educational and emotional/behavioral needs.

SOCIAL SERVICES

In 1969 the North Dakota Legislature created the State Youth Authority (SYA) to provide community based treatment for unruly and delinquent youth. A child can be committed to the SYA by a Juvenile Court. The SYA is a division of the Social Service Board of North Dakota and provides and obtains the necessary diagnostic evaluations of adolescents committed to its care. This agency, as a community correctional agency, places adolescents at NDIS for both diagnostic evaluation and for determining the placement of young people both at the Institution and in the community.

Also assisting in the NDIS treatment programs are many other agencies and consultants. Included are the Division of Vocational Rehabilitation, North Dakota Employment Service, private human service agencies, County Social Service Boards, and Area Social Service Centers. Psychological/psychiatric services are provided to the North Dakota Industrial School staff on a contract basis with local community resources. Thus, the treatment staff of the North Dakota Industrial School are afforded the professional services of a Clinical Psychologist in testing young people to determine the degree of possible psychological/emotional problems.

Finally, the Resident Care & Treatment Department objectives of the North Dakota Industrial School include: Promoting an environment which will assist in developing better self-concepts for young people; serving as a resource consultant to communities in the field of delinquency understanding; developing and researching the field of juvenile delinquency to increase the knowledge of treatment methodology; and seeking the appropriate community resources to provide structure, control, guidance and direction to the student residents at NDIS. The Resident Care & Treatment Director and staff are also responsible for providing in-service training to NDIS staff on a timely basis.

MEDICAL AND DENTAL SERVICES

The Medical and Dental department consists of two examination offices and one dental unit. Drs. Driscoll and Tello are in charge of this medical program and visit the institution on a regularly scheduled (weekly) basis. Every students placed at the institution receives a thorough physical and dental examination, usually within the first week of their stay at the school. Thus, any physical weaknesses or diseases are determined very early in the student's placement. When hospitalization is required, the facilities of the Mandan and Bismarck hospitals are utilized.

Dr. C. F. Wirtz and R. C. Riedinger give regular attention to the dental needs of the students. Mrs. Doris Beneke, school nurse, is available on a 24 hour-a-day basis. She assists the medical staff on their visits and handles all matters regarding medical attention for the student residents.

RESIDENT LIVING

The goals of the Resident Living program are to provide and maintain maximum health, welfare, and safety standards for all residents, as well as prepare residents for a successful return to community living. A major objective includes maximizing benefits to all residents in the Resident Living program with quality security and supervision by staff.

Student residents are assisted in the development of positive staff-student communications through involvement with Resident Living programs and staff, and the development of trust and self-responsibility. Students are required to learn and follow all cottage policies and rules with emphasis on the recognition and respect of other residents, their property, staff of the institution and, finally, institutional property.

Successful daily living for student residents at the Industrial School can only occur as a result of a thorough orientation and understanding of all campus regulations as reflected in a campus handbook. These regulations are augmented by meetings with cottage staff and Cottage Directors. Residents are required to know the rules and policies and their personal progress is assessed at weekly staff and student cottage meetings. Cottage staff are constantly asked to continue positive reinforcements as a mode of motivation for the student to successfully complete his/her treatment program. Reprimand is also important, with two very necessary elements: Sincerity and consistency.

Accomplishments

Some of the achievements for the Resident Living area during the Biennium include the revision of all resident living regulations for the student residents. The staff of the North Dakota Industrial School, with the assistance of student input, established new rules and regulations for cottage living, and consequences for miscreant behavior. Through the revision of the regulations, it is anticipated that the students themselves much better understand the role they play in living successfully with other people. Staff-student communications have increased with periodic Superintendent/student meetings, mostly on a monthly basis, and each cottage unit held weekly meetings with the students to discuss the past week's daily living occurrences among student residents and staff in their respective unit.

RECREATIONAL AND LEISURE TIME ACTIVITIES

The gymnasium, located on the west side of the campus, is used for all the indoor recreational activities and physical education classes. The gymnasium has a regulation basketball court with a gym floor newly installed in 1975. The gymnasium is well-equipped and is used extensively all-year-round.

The newest, and most popular addition to the gymnasium is the George Heidt Memorial Swimming Pool, which was completed in the spring of 1975. The swimming pool enables each student to participate in a swimming class conducted by a staff member with appropriate credentials. The pool is also used for physical education and recreational activities.

The recreational department is divided into several categories. They are: Physical Education classes, lifetime sports, intramurals, social recreation, and leisure time activities.

Physical Education - Regular physical education classes have been added to the school system. Classes are kept to a size of 10-12 students to allow for more individual instruction. These classes teach the basic fundamentals of individual sports activities such as badminton, wrestling, gymnastics, trampoline, weightlifting, etc. Because of the size of the class, it is much easier to work on the strengths and weaknesses of each individual.

Lifetime Sports - Lifetime sports could be considered the most important type of recreational activity carried out at the Industrial School. All students are allowed to participate in an activity which could benefit them for the remainder of their lives. Most lifetime sports are done on a seasonal basis in our geographic area because of sudden changes in climate. Summer sports include: Tennis, golf and bicycling. Students are involved in winter sports, such as: Cross country skiing, skating, sledding and bowling. The lifetime sports conducted year round at the Industrial School involve weightlifting, swimming, camping, jogging, and archery.

Intramural Sports - Intramurals are in progress at all times of the year on the campus. Both male and female students learn to participate as a team on a competitive basis regardless of whether the sport may be co-educational or not. Leadership qualities in our students are also evidenced and encouraged. Intramural sports include: Volleyball, kickball, flag-football, wrestling, basketball, softball, soccer, badminton and hockey.

Social Recreation - Each week the students can be involved in a co-educational activity wherein male and female students gather to socialize and participate in various activities. Social activities consist of taking students to movies in Bismarck, going to basketball and football games, rodeos, demolition derbies, dances with live entertainment, wrestling matches, off-campus rollerskating, and other activities which are planned by staff and students.

Lake Tschida Program - Each of the cottages has the opportunity to earn the privilege to spend at least one week at Lake Tschida during the summer. This is a relaxed period of time for students, which gives them a chance to develop some skills in cooking, swimming, canoeing, fishing, water safety, and general outdoor living.

With the changes that have been made in the Resident Living area, it is expected there will be an on-going attempt to increase the utilization of this recreational program. It is anticipated that this program will be expanded so students may experience more outdoor activities, even during the winter season.

RELIGIOUS PROGRAM

The major goal of the religious program at the North Dakota Industrial School is to assist our young people in developing Christian values through the instruction in fundamentals of their faith. Religious services are offered each weekend, both for Catholic and Protestant students. Further instruction and counseling is done on an individual basis as well as through Bible Study groups. Home pastors are also encouraged to visit their students so that a continued relationship with the church in the home community can be assured.

PROBLEMS AND FUTURE DIRECTIONS FOR THE RESIDENT CARE & TREATMENT PROGRAM

Some of the difficulties in the area of Resident Care and Treatment over the past biennium revolve around staff shortages in providing treatment to the students on 24-hourly basis 7 days a week in the cottages. Without at least 5 staff members per cottage unit on a 365 day-a-year basis, AWOL's increase as the decrease in student/staff involvement occurs. The Industrial School has also seen a greater increase in the number of students placed at the Institution with a concurrent greater variety of student treatment needs. Programs remaining to be initiated at the Industrial School involve an expanded Drug and Alcohol Awareness program wherein students placed at the Institution have the opportunity to explore their drug and/or alcohol dependency needs. This cannot be done without the addition of professionally trained personnel.

Presently, the Industrial School is pursuing the establishment of a Discipline/Security Unit on campus. Those students placed at the Industrial School through the new 14 year old Waiver (to adult court) Law and those students whose misconduct on campus demands higher security and/or discipline will be placed in the new unit. Additionally, the Director of Resident Care and Treatment, Mr. Conrad A. Dvorak, is exploring the need for "level" systems in the resident living units, and also the training of staff to demand a higher expectation of student behavior for those adjudicated youth placed at the North Dakota Industrial School.

AFTERCARE/OUTREACH SERVICES

The Aftercare program, under the direction of Mr. Gordon Boyer, was developed at the North Dakota Industrial School through funding of a discretionary grant from the Governor's Office under auspices of the Comprehensive Employment Training Act. The program was initiated during fiscal year 1979, and it is anticipated that this program will no longer be funded by December 30, 1981. The objectives of the program were to: Reduce the percentage of students returned to the Industrial School after discharge; 2. Maintain student's academic performance in high school; 3. Increase contact with these identified students from zero (0) times per month to a minimum of twice monthly; 4. Visit all parents periodically with the intent of increasing their perception and responsibility regarding the implications the family has played in the living problems the student has experienced; 5. Assist the young person in re-introducing a positive perception of his/her own potential; 6. Provide counseling which includes information regarding occupations and careers; 7. Assist the youth, where appropriate, to obtain and retain employment; 8. Provide transportation assistance to the young people where appropriate; 9. Provide information relevant to employment and work and assist Job Service in helping these youth to gain and retain employment; 10. Provide outreach supportive services for those adjudicated youth who have been put on Trial Placement and/or discharged from the North Dakota Industrial School.

The youth served in this program represented a plethora of, what could be termed, deficiency needs. The students placed at the Industrial School can generally be described as academically deficient, with poor motivation toward school and work, lack of realistic career goals and job skills, inadequate awareness of career opportunities, few skills or no knowledge in how to obtain and retain a job, and a low self-concept concerning their strengths and weaknesses with respect to "negotiating the system". Over the 1979-1981 Biennium, the Industrial School has placed up to 119 for treatment and rehabilitation. Most of these youth were returned to the community after spending from 7 to 12 months in placement at the Industrial School.

The program provided two positions placed in geographically strategic areas of North Dakota. The personnel in these positions were to provide aftercare to Industrial School students after discharge from the North Dakota Industrial. The positions, termed Community Counselors, provided transitional services to these students including individual and family counseling, group counseling, family visitations, visitations with pertinent school personnel with respect to academic performance of the students, and assisting the young people in obtaining employment and retention of jobs. When necessary, transportation was provided to these youth and his/her family whenever travel was necessary for contact with the Community Counselor.

The Director of Aftercare at the North Dakota Industrial School also serves as one of the six staff members who function as an Area Director, assisting the Superintendent in the administration of the Industrial School. Mr. Boyer is primarily responsible for the statewide aftercare program with primary duties of establishing, administrating, and supervising the institutional Aftercare program in the release process for all Industrial School Student Residents.

The Director of Aftercare interviews each student prior to placement and assists in evaluating the placement thereby coordinating with the home community probation or social service worker. The position is required to supervise, monitor, and evaluate all student placements while they remain on commitment to the Director of Institutions, as described in the NDCC CHAPTER 12-52-01, 02, and 07.

The department develops placement regulations for students when needed, and requests monthly evaluations from the sending community aftercare worker. While monitoring these evaluations, the Director of Aftercare works closely with the community people and authorizes changes in placement regulations, recommends referral to other agencies, and recommends the rescinding of placement orders to the Superintendent whenever it appears appropriate the student should be returned to the institution. Close communication with a network of statewide agencies including: Juvenile Courts, State Youth Authority, Mental Health Centers, Public Schools, Job Services, etc., enhances maximum benefits for all NDIS students.

Accomplishments

With the inception of this aftercare program, a decrease in the percentage of students returning to the North Dakota Industrial School was found. During the two year period, only 13 percent of the students participating in aftercare with the personnel employed by the North Dakota Industrial School were returned to the North Dakota Industrial School. This compares to an overall returnee rate at the North Dakota Industrial School of 22 percent. A total of 119 students were served during the 1979-1981 Biennium.

EDUCATIONAL DEPARTMENT

In the first year of the thirty-ninth Biennium, the education department was under the direction of Mrs. Jean Collis. The second year of the Biennium, because of the resignation of Mrs. Collis, the educational system was administered by Mr. Frederick R. Kitko.

The administrator of the educational area is credentialed by the Department of Public Instruction to ensure state accreditation for administrating the Junior-Senior high school program at the Industrial School's Marmot High School. The Director of Education also has the responsibility of directing the vocational education system at the Industrial School.

In addition, the Director of Education provides instructional leadership for curriculum development and program implementation; assures compliance with federally funded programs by monitoring and providing technical assistance; and provides a guidance service for students in academic and/or vocational education program planning.

The Director of Education has a secretary who is responsible for all transcript procedures; preparing schedule changes; providing daily clerical duties, and preparing the completion of reports required by vocational education, Title I, and the Department of Public Instruction.

MEDIA CENTER

The Instructional Media Center has two major functions: 1. It provides alternative approaches to learning in the GED (General Equivalency Diploma) program in the Center, and, 2. It provides an instructional center which coordinates all media and audio-visual material and equipment for the institution.

Within the Media Center, a positive atmosphere is fostered for the student in finding sources of information to encourage student reading for leisure time.

The materials in the Center are organized for easy accessibility and and are used by both students and faculty. Accurate inventories of equipment are maintained which has been purchased by both state and federal monies.

Accomplishments

During the 1979-1981 biennium the Media Center of the State Industrial School was awarded a grant by the Library Services Construction Act. This grant came from the North Dakota State Library. It was for construction of an all-purpose meeting room and storage center. A large hallway area was carpeted and cabineted, staging was built, and chairs were purchased from the State Penitentiary. This room is used for all student assemblies, large and small campus staff meetings, and lyceums.

ACADEMIC EDUCATION

Under the Director of Education, the faculty consists of 14 fully qualified and certified teachers holding appropriate degrees. Other school staff include one human services aide in testing and one school secretary, previously mentioned.

Individualized instruction is utilized in all classrooms and instruction is done on a one-to-one basis. The system is non-graded with classes containing 7th through the 12th grade curriculum. The grading system is "P" or "S" for superior work. Unsatisfactory work is done over until it meets with course standards. Student assignments evolve from each course outline or continuum. Steps on the continuum are modules of work to be completed. The completion of the prescribed or pre-determined number of modules called "edpacs" earns a student a certain amount of high school credit.

Educational services at the North Dakota Industrial School are described in terms of five major program areas. They are: 1. Basic skills, 2. Academic credit courses, 3. Vocational courses, 4. General Equivalency Diploma Program (GED), and 5. Testing.

The goal of the basic skills program is to have every student achieve up to their grade level in the basic skills of reading, mathematics and grammar. The basis for measurement in these areas is the California Achievement Test.

The goals of the academic credit courses are to allow students to continue their regular high school course work and/or make up course work they may need for high school graduation. These include required courses as well as elective courses. Marmot High School is accredited as a level 3 school by the Department of Public Instruction.

The goal of the vocational program is to assist students in acquiring entry level job skills as well as earn high school credits. The programs approved by the State Board for Vocational Education are: Building trades, office education, agricultural motor mechanics, welding and home economics, which also include day care, Food Service, and meat cutting. All students over the age of 16 participate in some type of vocational training.

The goal of the General Educational Development Program (GED) is to provide our students over the age of 17, who will not have time to finish high school through credits, with an alternative means of earning a high school diploma. After completing the preparatory program, students complete the GED examination at the Bismarck Junior College testing center.

The educational testing at Marmot High School provides a fairly comprehensive program. It assists the teachers in ascertaining various educational and vocational needs of our students. The tests used are: The california Achievement Test; the Wide Range Achievement Test; the Peabody Picture Vocabulary Test; the Woodcock Johnson Mastery of Skills Test; the General Aptitude Test Battery and the Kuder Performance Test. Students are tested upon entrance to and exit from the institution.

VOCATIONAL EDUCATION

The Vocational Education program at Marmot High School has existed in two separate buildings. The welding and agricultural motor mechanics shop (small engines) was stationed at the south end of the Industrial School campus in a very old structure, while our home economics, business education and building trades programs are housed in the main school/administration building. With an appropriation from this Legislature a new vocational wing was added to the main school building. This new vocational structure currently houses all three of our industrial courses - building trades, welding and agricultural motor mechanics. All of Marmot High School's programs are now centrally located.

The benefits of this new addition are many. They are: A larger production area for more student work stations; a more healthful teaching environment - better light, heat and ventilation; improved intercom and telephone communication for improved security; better passage between academic areas and vocational areas; better visability of vocational areas for the students; and the housing of the campus motor mechanics, campus carpenter and campus lumber adjacent to the school's vocational area for students to see other areas of work taking place.

Future Directions

Over one-half of our student population participate in remedial studies. A special education or learning disabilities teacher would be beneficial for those students who are identified as having an acute learning disabilities.

Accomplishments

During the Biennium, 11 students received the Marmot High School diploma; 43 successfully completed the GED; and 74 students were awarded certificates for completion of a vocational education area of study.

Marmot High School maintains its accreditation as authorized by the Department of Public Instruction. The testing program is comprehensive and the data is effectively utilized for placement and monitoring student progress. The staff emphasizes the affective domain which directly enhances the cognitive as evidenced in improved test gains at the time of students' release. Title I funds continue to supplement the academic program with remedial services, as well as other federal monies to support our vocational education and academic education program.

STATISTICS ON STUDENTS AND COMMITMENT CHARTS

	BOYS	GIRLS	TOTAL
On School Census June 30, 1979 ---	80	21	101
Entered July 1, 1979-June 30, 1981			
New Students Committed	174	71	245
Returnees	69	19	88
Returned for Violation of Placement-----------31			
Recommitted-----------57			
Discharged June 30, 1979 - July 1, 1981	195	87	282
On School Census June 30, 1981	92	34	126
Total Runaways During Period	82	35	117
From Group Home 3			
From Vacation 13			
From Institution 100			
From Other Institution 1			
Students Returned from Runaways	82	35	117
Still At Large	0	0	0
Students Placed on Trial Placement	87	32	119

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COUNTY OF STUDENT RESIDENCE

	BOYS	GIRLS	TOTAL
Adams	4	1	5
Barnes	2	4	6
Benson	4	4	8
Billings	0	1	1
Bottineau	0	1	1
Bowman	1	0	1
Burleigh	30	8	38
Cass	30	12	42
Cavalier	3	0	3
Dickey	1	0	1
Eddy	1	0	1
Foster	1	0	1
Grand Forks	25	10	35
Griggs	0	1	1
Logan	0	1	1
McLean	3	1	4
McKenzie	6	2	8
Mercer	3	1	4
Mountrail	1	0	1
McHenry	2	0	2
McIntosh	2	0	2
Morton	14	3	17
Pembina	0	1	1
Pierce	3	2	5
Ramsey	3	1	4
Ransom	2	0	2
Richland	2	0	2
Rolette	18	4	22
Sargent	2	0	2
Sheridan	2	0	2
Sioux	5	7	12
Stark	4	4	8
Stutsman	6	5	11
Towner	0	1	1
Traill	5	0	5
Walsh	7	1	8
Ward	25	8	33
Wells	1	1	2
Williams	20	10	30
TOTAL	238	95	333

JUVENILE COURT COMMITMENTS/SYA PLACEMENTS

OFFENSE	BOYS	GIRLS	TOTAL
Delinquent Offender--------	160	18	178
Status Juvenile Offender---	84	71	155
TOTAL	244	89	333

PREVIOUS INSTITUTIONALIZATION

	BOYS	GIRLS	TOTAL
Eckert Youth Home------------	3	2	5
Wyoming Industrial Institution--	1	0	1
Home on the Range -------------	11	0	11
Williston Group Home------------	0	4	4
Dakota Boys Ranch---------------	20	0	20
Jamestown Hostpial--------------	30	12	42
Villa Nazareth------------------	0	16	16
Standing Rock Youth Ranch-------	8	1	9
St. Joseph's--------------------	0	0	0
Charles Hall Group Home---------	0	1	1
Good Bird Home------------------	1	1	2
St. Michael's Treatment Center--	1	0	1
Ward County Jail----------------	1	0	1
TOTAL	76	37	113

SOCIAL INFORMATION - RACE

	BOYS	GIRLS	TOTAL
Caucasian-------------	201	59	260
Native American-------	49	23	72
Hispanic--------------	0	1	1
Black-----------------	0	0	0
TOTAL	250	83	333

AGE AT TIME OF COMMITMENT

AGE	BOYS	GIRLS	TOTAL
12	1	0	1
13	4	1	5
14	9	7	16
15	36	21	57
16	83	28	111
17	79	26	105
18	30	8	38
TOTAL	242	91	333

COMMITTING AGENCY

	BOYS	GIRLS	TOTAL
Bureau of Indian Affairs	21	18	39
State Youth Authority	91	33	124
Juvenile Court	124	40	164
Federal Court	6	0	6
TOTAL	242	91	333

FINANCIAL STATEMENT - JULY 1, 1979 to JUNE 30, 1981

Statement showing balances in funds July 1, 1979, appropriations available July 1, 1979 collections for the biennium ending June 30, 1981, expenditures for the biennium ending June 30, 1981, and balances in funds June 30, 1981.

	Balances in Funds July 1, 1979	Collections year ending June 30, 1981	Expenditures year ending June 30, 1981	Balances in Funds June 30, 1981
Inst. Collected		268,467.49	268,467.49	
Federal Funds		652,951.59	652,951.59	
Total in Funds		921,419.08	921,419.08	
Salaries & Wages	*2,572,029.00		2,544,305.09	27,723.91
Fees & Services	* 434,628.00			21,214.26
Microfilm Service			184.50	
Travel			46,195.34	
Inmate Allowance			12,664.27	
Water-Garbage			23,174.76	
Natural Gas			154,253.25	
Electricity			24,024.81	
Rentals				
Rent of Equipment			2,117.96	
Office Equipment				
Office Equipment Rental			3,727.78	
Rent of Building Space			19,170.00	
Postage			3,888.85	
Telephone			22,936.25	
Repair Equipment				
Office			381.00	
Automobiles			795.57	
Other			5,040.02	
Service Contracts				
Office Equipment			3,247.50	
Other			3,139.40	
Repair Building & Grounds			5,575.17	
Medical			37,212.15	
Audit			4,174.00	
Consultant Services			6,690.80	
Instructors			-0-	
Professionals Not Classified			15,744.05	
Insurance Property			9,571.09	
Liability			1,667.82	
Radio, TV, Newspaper Fees			1,399.46	
Licenses			131.00	
Dues-Membership			850.00	
Freight & Express			2,024.56	

FINANCIAL STATEMENT JULY 1, 1979 to JUNE 30, 1981 (CONT.)

	Balances in Funds July 1, 1979	Collections year ending June 30, 1981	Expenditures year ending June 30, 1981	Balances In Funds June 30,1981
Dry Cleaning			43.95	
Extermination Serv.			804.99	
Professional Development			1,502.04	
Tuition Fees			982.45	
Other Misc. Fees			98.95	
Supplies & Materials	*420,185.00			63,407.54
Office Supply			10,043.05	
Central Reproduction			1,695.34	
Printing Form Order			1,105.26	
Books			11,896.16	
Periodicals & Subscriptions			5,326.17	
Educational Supplies			18,916.40	
Testing Materials			290.75	
Photography Supplies			336.13	
Food Supplies			150,689.24	
Dry Goods			19,106.86	
Surgical Supplies			412.49	
Medicine			3,785.89	
Optical Supplies			109.55	
Dishes			1,538.56	
Laundry Supplies			3,991.54	
Janitorial			9,558.84	
Seed			1,426.05	
Trees and Shrubs			-0-	
Hardware & Building Supplies			31,760.60	
Expendable Tools			4,691.27	
Paint			6,480.04	
Plumbing			17,671.82	
Electrical			8,410.13	
Boiler			3,754.61	
Equipment Repair Parts			6,960.97	
Supplies not Classified			5,052.16	
Heating Fuel			-0-	
Recreation Supplies			4,150.93	
Audio Visual & Tapes			-0-	
Gas & Oil			21,508.79	
Repair Parts-Auto			6,107.86	
Equipment	56,595.00			10,099.98
Shop Equipment			852.64	
Radio Equipment			3,996.00	
School Equipment			7,022.13	
Equipment Under $100.00			1,627.13	

FINANCIAL STATEMENT JULY 1, 1979 to JUNE 30, 1981 (CONT.)

	Balances in Funds July 1, 1979	Collections year ending June 30, 1981	Expenditures year ending June 30, 1981	Balances in funds June 30, 1981
Office Machines			1,219.60	
Furniture & Furnishings			9,644.90	
Motor Vehicles			12,760.00	
Machinery & Other Equipment			9,372.62	
Major Projects	**202,254.19		195,225.29	7,028.90
Data Processing	1,500.00		213.49	1,286.51
TOTAL	3,687,191.19		3,556,430.09	130,761.10

*Balances in Funds July 1, 1979 include the following emergency commission action:

Salaries:	Aftercare	60,357	
	Title I	24,996	
	State 10% Increase	56,799	
			$142,152
Operating Expenses:			
Fees & Services:			
	Aftercare	35,432	
	Voc Ed	3,500	
			$ 38,932
Supplies & Materials:			
	Aftercare	2,000	
			$ 2,000

**Land Structure
Major Improvements -
A&P Adj. ($43,551.81) (43,551.81)

NORTH DAKOTA INDUSTRIAL SCHOOL PROGRAMS

COST SUMMARY
1979 - 1981

400 PROJECTS			
Land-Structure-Maj. Improvements	195,225.29	195,225.29	5.5%
500 AUXILIARY SERVICES			
Salaries and Wages	450,891.90		
Fees and Services	18,275.90		
Supplies and Materials	228,504.88		
Data Processing	17.24		
Equipment	4,027.44	701,717.36	19.7%
600 ADMINISTRATION			
Salaries and Wages	329,208.35		
Fees and Services	262,702.88		
Supplies and Materials	30,790.37		
Data Processing	196.25		
Equipment	26,274.26	649,172.11	18.3%
700 STUDENT LIVING			
Salaries and Wages	817,090.15		
Fees and Services	30,169.64		
Supplies and Materials	45,415.22		
Equipment	8,802.41	901,477.42	25.3%
800 EDUCATION			
Salaries and Wages	583,368.35		
Fees and Services	32,498.86		
Supplies and Materials	45,582.32		
Equipment	7,194.83	668,644.36	18.8%
900 CLINICAL			
Salaries and Wages	363,746.34		
Fees and Services	69,766.46		
Supplies and Materials	6,484.67		
Equipment	196.08	440,193.55	12.4%
TOTAL EXPENDITURES		3,556,430.09	100.0%

The above summary is a distribution of expenditures by program for the 1979-1981 Biennium. Included within the Programs are Cost Centers which comprise the overall totals as follows on the following page:

400 PROJECTS

4100	Major Improvements	195,225.29	100.0
	TOTAL	195,225.29	100.0

500 AUXILIARY SERVICES

5200	Maintenance	397,409.84	57%
5300	Food Services	280,679.70	40%
5400	Laundry	23,627.82	3%
	TOTAL	701,717.36	100%

600 ADMINISTRATION

6100	Supt. & Asst. Supt.	140,567.68	22%
6200	Bus. Admin.	258,455.28	40%
6300	Staff and Parenting	14,605.95	2%
6500	Workmen Comp., Utilities & Insurance	235,543.20	36%
	TOTAL	649,172.11	100%

700 STUDENT LIVING

7100	Student Residencies	771,054.46	86%
7200	Student Care	11,854.02	1%
7400	Mandan Group Home	118,568.94	13%
	TOTAL	901,477.42	100%

800 EDUCATION

8100	Director of Education	71,630.42	11%
8200	Media Center	56,403.92	8%
8300	Physical Ed & Rec.	45,525.24	7%
8400	Academic Education	285,939.92	43%
8500	Vocational Education	209,144.86	31%
	TOTAL	668,644.36	100%

900 CLINICAL

9100	Counseling	276,877.89	63%
9200	Health Services	72,669.48	17%
9300	Religion	5,892.83	1%
9400	Aftercare	84,753.35	19%
	TOTAL	440,193.55	100%

TOTAL EXPENDITURES	3,556,430.09	100%

PURPOSE AND AUTHORITY OF THE AGENCY

The State Library is supported by a biennial appropriation from the State Legislature, and is a division of the Office of Director of Institutions. The library was established in 1907 and currently operates under Chapter 54-24 of the North Dakota Century Code.

The State Library is maintained to serve all of the state's residents in cooperation with local libraries in order that a full range of library resources is readily available to everyone. Emphasis is placed upon library resources which are specialized, infrequently used, often expensive, and generally not readily available elsewhere in the state.

54-24-03. POWERS AND DUTIES OF STATE LIBRARIAN.) The state librarian shall:

1. Make rules and regulations according to which the business of the state library shall be done.
2. Provide and care for all books and library materials in all collections of the state library, general, reference, and special, and make all rules regarding the loaning and returning of library materials.
3. Employ qualified library personnel to care for all library procedures.
4. Make library materials available to libraries throughout the state, to individuals connected with departments of state, and to citizens of North Dakota who do not have adequate library facilities, under the rules and regulations of the state library.
5. Promote and assist by counsel and encouragement the formation of libraries and the improvement of those already established, in keeping with state and national standards, and be available to librarians and trustees of libraries in the state for assistance in organization, maintenance, or administration of the libraries.
6. Coordinate the efforts of librarianship throughout the state, advising and assisting the extension of qualified public libraries into centers of county or regional (multicounty) libraries.
7. Compile statistics of the free public libraries of North Dakota and their larger counterparts of county and regional libraries, and of the work done at the state library, and make a full biennial report to the state director of institutions and the governor.
8. Collect, maintain, and make available a reference and reading collection of books, slides, films and other graphic materials such as will supplement and support the needs of all libraries in the state, either by direct loan or by consultation, and such as will form a reference source for the officers of the state in the performance of their duties.
9. Collect and maintain a collection of the publications of the departments and agencies of state government, including the enacted laws of this state, current session laws and journals.
10. Conduct, or arrange to have conducted, research into the conditions of library service in the state, and produce written plans for the development and betterment of such service.
11. Compile, or arrange to have compiled, union lists of resources of libraries throughout the state, and make such lists available for consultation.
12. Establish levels of certification for librarians of the state such as will meet the standards recommended by the American Library Association.

REPORT

The purpose of the State Library is to insure equal access to information for all citizens of North Dakota, whether they are nine or ninety-eight, disabled, a farmer at Zap or an employee of Job Service. To do this, the State Library not only serves people directly, but makes every effort to help libraries develop at the local level and serves as a coordinating agent for statewide library services.

In order to develop quality library service for the citizens of North Dakota, the State Library works with institutional, public and academic libraries to improve information services in these libraries, helps plan continuing education experiences for librarians and conducts research to support the plans for future projects of libraries in North Dakota.

To help plan library development in North Dakota, the Governor's Advisory Council on Libraries, made up of both librarians and citizens, is appointed each year to advise the State Librarian and the Director of Institutions of the information needs in North Dakota.

The State Library is also a resource library for school, public, academic and special libraries. As a resource center, the State Library provides special materials such as filmstrips for children's programs in school and public libraries, large print books for persons with visual problems, and books that are too specialized or expensive for public and school libraries to purchase. All of these materials are also available to walk-in patrons and persons who do not live in a community with a library. Since the State Library is the primary information source for state agencies, the book, cassette, and journal collections try to reflect the professional needs and interests of persons working for the State of North Dakota.

The key role of the State Library is coordinator of a statewide interlibrary loan service. To that end the State Library maintains a record of the books and magazines of all the academic and major public libraries. Thus, if a public library does not have a particular book, the request is sent to the State Library. If a staff member at the State Library cannot find the book in the State Library's collection or in any of the collections of other North Dakota libraries, the request is sent out-of-state. An agreement is signed by the Director of Institutions and the Minnesota Board of Higher Education for this service.

LIBRARY LEGISLATION (July 1, 1979-June 30, 1981)

State Aid to Public Libraries - State Aid to Public Libraries became effective July 1, 1979. In the 1979-1981 biennium these grants to public libraries have been used to purchase more books and materials, extend hours of operation of local libraries and provide more children and adult programming. The 1981 Legislature added an additional $100,000 to the 1979 appropriation of 1 million dollars.

In the 1981 Legislature the State Aid to Public Libraries bill was amended to clear up some of the problems of administering the State Aid Bill. Primarily, HB-1551 amendment, sponsored by Representative Unhjem, specifies that the money will be granted to a library based on the governing body's mill levy support rather than the dollar amount that a mill brings in in a given year. HB-1551 also specified guidelines for local units of government to form joint library boards. This was done to formalize arrangements some of the libraries had been following for years. Five joint library boards were formed before July 1, 1981 as a result of this legislation. They are: Williston and Williams County, the McLean-Mercer Library, the South Central Library, Valley City and Barnes County, and the Carnegie Bookmobile County in Grafton.

Blind and Physically Handicapped - North Dakota continues to contract with the South Dakota State Library for library service to the Blind and Physically Handicapped. During the 1979-1981 biennium, a survey was taken at the request of users of the South Dakota service. The survey revealed that while there are some problems with the service from South Dakota, the larger issue was that North Dakota is not serving nearly the number of people that are qualified for books for the Blind and Physically Handicapped. In order to advertise the service to people who are qualified and to work out the problems with the South Dakota State Library, a half-time person was approved by the 1981 Executive Budget and the Legislature.

State Funding for Educational Information Center - The Educational Information Center (EIC) was started in the 1977-79 biennium with federal funds. In the year and a half of operation it has distributed educational materials on North Dakota colleges to high schools and started a TAPE program whereby a person could call a toll-free number to the TAPE Center at the North Dakota State University and listen to one of eighty-five tapes on different educational opportunities in North Dakota. The 1981 Legislature allowed $7,000 to go into the EIC budget if the federal government continued to fund the program.

Public Access to State Documents - Representative Janet Wentz sponsored a bill to amend the North Dakota Century Code Section 28-32-03.2 to give all state depository libraries (UND, NDSU, Minot State, Dickinson State, State Library and State Historical Society) copies of the North Dakota Administrative Code at no cost.

Liberty Memorial Building - The 1981 Legislature approved a 1.5 million dollar appropriation to renovate the Liberty Memorial Building for the use of the State Library. The move is scheduled for June, 1982 and will give the State Library much needed space for reader services, meeting room use for state agencies and additional office space. The new location on the Capitol grounds will also make the State Library much more accessible to people who work in state agencies.

LIBRARY DEVELOPMENT IN 1979-1981 BIENNIUM

Two trends have emerged in the 1979-1981 biennium that have increased the development of library cooperation: one is that the Governor's Advisory Council on Libraries has taken an active role in planning interlibrary cooperation among all types of libraries and worked extensively to improve library service in institutions; the other is that the State Library and the North Dakota Library Association have begun merging their efforts in continuing education for librarians.

Interlibrary Cooperation - The Governor's Advisory Council on Libraries initiated a project in the northeast quadrant of North Dakota that draws together librarians from school, public, academic and special libraries. Their current projects include a directory of local resources and a bibliography of special collections of books and audio-visual materials in the participating libraries. Future projects may include: cooperative purchasing of books and materials and cataloging.

Continuing Education for Librarians - The State Library consultants and the Governor's Advisory Council on Libraries have been active in initiating or continuing education activities in the 1979-1981 biennium. The Governor's Advisory Council on Libraries sponsored an interlibrary cooperation workshop in 1979 to which librarians came to hear nationally-known speakers.

The State Library Planning Division and the North Dakota Library Association have cooperated in several continuing education projects. The State Library was awarded grants from the North Dakota Committee on Humanities and Public Issues to bring the Newbery and Caldecott winners and a Health Science workshop to the 1980 North Dakota Library Association annual convention. 1980 and 1981 were the first years that the State Library and the North Dakota Library Association merged their spring workshops for public librarians which not only saved on expenses, but increased attendance because the same workshop was held in two locations in the state rather than one in Bismarck. The Tuition Reimbursement Program for Librarians, begun in the 1977-1979 biennium, has continued to be a success with many librarians enrolling in courses during the 1979-1980 biennium.

Education Programs in Public Libraries - State Library consultants have been active in this biennium in stimulating the growth of children and adult programming in public libraries. Educational Telephone Network (ETN) was placed in seven public libraries during the last biennium and it continues to be used by professional groups to conduct meetings and workshops. Through a grant from the North Dakota Committee on Humanities and Public Issues, an exhibit and program on Einstein was given in twelve libraries throughout the state. Summer reading program themes, packets and publicity ideas were made available to public libraries for the summers 1980 and 1981.

Library Service to State Institutions - The Governor's Advisory Council on Libraries took an active role in improving library service to North Dakota's institutions during this biennium. An extensive survey of resident and faculty attitudes toward libraries as well as collections in the institutions was taken. The Council made the recommendations for the grants that the State Library gave to institutions during both years. Also, the Council conducted the first workshop for institutional librarians and education directors in June, 1981.

LIBRARY SERVICES

MINITEX and OCLC - The use of MINITEX continues to be an important aspect of providing information to North Dakotans. The total number of books in North Dakota is approximately 800,000, which makes access to the additional 6 million volumes in Minnesota and South Dakota a necessity.

Plans were made during the 1979-1981 biennium for five additional colleges to go on-line with OCLC. This will make it easier for interlibrary loan, cooperative collection development, etc.

LIBRARY SERVICES

Circulation, Interlibrary Loan and Reference Activity - The State Library reference staff takes pride in answering all requests within twenty-four hours of receiving it (unless the person needs it sooner). Requests are received through the mail, teletype, In-wats telephone line (which is available to public libraries) and telephone and walk-in requests from state agency people. During the 1979-1981 biennium the staff handled an average of 211 requests per day, which is an increase of 25 per day over the previous biennium.

Census Data Center - In the fall of 1979 plans were made to create a Census Data Center in North Dakota to insure North Dakotan's easy access to U.S. Census materials. The Census Data "Center" is actually four agencies - the Planning Division of the Federal Aid Coordinator's Office, the State Library, the Geography Department of the University of North Dakota and the Agricultural Extension Department of the North Dakota State University. The State Library's role in the "Center" is to house paper copies of all Census material from all states and to be a clearinghouse for requests that need to be answered from UND and NDSU.

White House Conference on Libraries, November, 1979 - Six people from North Dakota were selected by the Governor's Conference on Libraries to attend the White House Conference on Libraries held in Washington, D.C. in November, 1979. Delegates were: Boyd Wright, Grand Forks; Diane Duty, Cando; Jackie Mundy, Minot; Peg Warren, Williston; Joanne Pahlmeyer, Regent; Judy Vogelsang, Dickinson; Hazel Doan, McKenzie; and Gloria Dohman, Wahpeton.

The delegation from North Dakota was disappointed that metropolis libraries received more attention than providing information service to rural areas. However, whether as a result of the White House Conference or not, the Library Services and Construction Act was renewed in the Spring of 1981.

North Dakota Library Association and other library groups have worked extensively on the resolutions made at the Governor's Conference on Libraries held in Bismarck in 1978. Most delegates felt that while the White House Conference was a good learning experience, the North Dakota Conference was much more applicable to the problems of North Dakota. A further suggestion of the delegates was that in the future funds be provided for follow-up activities of citizen groups for both State House and White House Conferences.

FUTURE DIRECTIONS

The decade of the Eighties will be a challenging one for the State Library. The information needs of all citizens - whether a state government employee or a rancher in Bowman - have increased. The need for immediate information or expensive library materials has grown in all parts of the state. Concurrently, commercial concerns have discovered that information can be packaged and sold. If access to unbiased information is to continue, libraries across the country will have to be open to new ways of distributing materials to their clientele. The challenge of providing accurate, unbiased information to the public in the face of rising costs of materials is one that all libraries are encountering. The problem is not insoluble, and in North Dakota insisting on quality information services has been a rallying point for both the State Library and the North Dakota Library Association.

One of the most positive events of the coming years will be the move of the State Library to the Capitol Grounds in June, 1982. One of our primary clientele is state government employees, yet in the past it has been estimated that only ten percent of the State Library's time has been spent working on their information needs. Several features of the remodeling of the Liberty Memorial Building were made to attract state agencies to the State Library. The ground floor is being made into an attractive area for employees to conduct extended research or preview films, cassettes and filmstrips. The top floor of the building will have four meeting rooms (two with group audio-visual capability) for the use of state agencies. Just being in such close proximity to the Capitol Building will help State Library staff make contact with state agencies and heighten the visibility of State Library services.

In order to prepare for the future, both in terms of internal operations and in relation to other libraries in North Dakota, the State Library has begun a program of analyzing exactly what the agency does and for whom. The questions to be answered include: How many people from the Bismarck-Mandan area who do not work for state government are being served by the State Library? Are there public libraries in the communities of the schools the State Library is serving? What percentage of the individuals the State Library serves by mail have library service in their communities? Which state agencies is the State Library serving most frequently? Why aren't other state agencies using the State Library? What kinds of information do state agencies ask of the State Library? Also, what kind of information do public, school and academic libraries most frequently need?

In the area of internal operations, the State Library is in the process of finding out how much staff time is spent maintaining the State Library's card catalog, the state's union card catalog, reference, circulation, and book processing.

Providing high quality library service to North Dakotans can best be done in the Eighties through cooperation and networking with other libraries both within North Dakota and in surrounding states. In a day when the money available to libraries is uncertain, it behooves libraries of all types to cooperate in tangible ways - resource sharing, cooperation, acquisitions and automation. Plans are now underway for the State Library to continue to form closer working ties with the North Dakota Library Association to provide continuing education opportunities to North Dakota librarians, improve rural library service, and plan for statewide technological development in libraries.

STATE LIBRARY STAFF

The North Dakota State Library has 21.65 Full-time-equivalent positions authorized by the State Legislature and 2.0 Full-time-equivalent positions authorized by the Emergency Commission. The persons serving in these positions during the 1979-1981 biennium are as follows:

POSITION	NAME	CLASSIFICATION	F.T.E. %
1.	Ruth E. Mahan	Library Director II	100
	Richard J. Wolfert		
2.	Cynthia C. Larson	Administrative Officer III	100
	David Clark		
	Robert P. Meidinger		
3.	Darrell K. McNamara	Librarian III	100
	Evelyn I. Connor		
4.	Mary M. Ryan	Librarian II	100
5.	Elizabeth A. Sprynczynatyk	Librarian I	100
6.	Mary A. Braaten	Librarian II	100
	Ruth E. Mahan		
	Jerry E. Kelly		
7.	Shirley M. Ziegler	Secretary III	100
8.	Elaine K. DeBilzan	Library Technician	100
9.	Helen M. Wike	Library Technician	100
	Linda J. Antil		
	Diane J. Kadrmas		
10.	Thelma M. Buchert	Library Technician	100
11.	Beverly A. Carlson	Library Technician	100
12.	Mildred G. Johnson	Library Technician	100
13.	Susan R. Freier	Library Technician	100
14.	Cheryl J. Thompson	Clerk II	100
	Marilyn N. Neidhardt		
	Linda J. Antil		
15.	Mary L. Norton	Clerk I	100
16.	Susan J. Griffin	Library Technician	100
	Mildred S. Nelson		
17.	Marie A. Vogel	Clerk I	100
	Helen M. Wike		
	Lorie J. Hoffman		
	Linda J. Bodvig		
18.	Mary A. Braaten	Librarian II	100
	Ruth E. Mahan		
19.	Jeffrey R. Fox	Librarian III	100
20.	Alice R. Dewald	Account Clerk	83
21.	Herbert R. Miller	Maintenance Worker I	32
22.	Becky L. Schmidt	Clerk-typist II	50
	Pam J. Mardian		
	Renae Gall		
	Phyllis A. Jacobs		
23.	Patricia L. Sandness	Library Associate	50
	Joy A. VanOrnum		
24.	Patricia J. Gerboth	Library Associate	50
25.	Cynthia F. Bates	Librarian III	100
26.	Renae Gall	Library Technician	100
	Verena Schauer		

STATE LIBRARY STAFF (cont.)

In addition to the full-time staff, the North Dakota State Library also employed the following temporary employees:

TEMPORARY POSITIONS

POSITION	NAME
1.	David I. Angell
2.	Aldene D. Barnard
3.	Sheila Bartholomew
4.	Gloria J. Bauer
5.	Kathy K. Clark
6.	Susan K. Diede
7.	Steven P. Fricke
8.	Karla K. Gehring
9.	Norman R. Hastings
10.	Ricky A. Heidt
11.	Mara Hoffman
12.	Jeanette Holsti
13.	Debbie D. Johnson
14.	Kari D. Keller
15.	Alice Z. Miller
16.	Robin G. Moug
17.	Bonnie L. Neumiller
18.	Hazel A. Peterson
19.	Diane K. Pudwill
20.	Verena S. Schauer
21.	Karen Schock
22.	Karolyn Wilson
23.	Eugene M. Wohlsdorf

STATE LIBRARY COLLECTION

	ADDED		WITHDRAWN		Total Collection As Of
	1980	1981	1980	1981	6/30/81
Adult Information Books	4,648	5,488	877	220	71,433
Adult Fiction Books	309	572	142	204	8,130
Juvenile Books	321	8	-0-	-0-	1,317
Audio Tape Cassettes	412	326	13	18	13,574
Phonotapes	-0-	-0-	-0-	-0-	8
Video Tape Cassettes	119	73	-0-	-0-	250
8mm Films	6	7	6	9	1,197
Slides	-0-	16	-0-	-0-	16
16mm Films	-0-	7	-0-	-0-	40
Filmstrips	81	31	4	12	2,404
Microfilm Reels	5	11	-0-	-0-	1,806
Microfiche Cards	529	169	-0-	-0-	6,208
State Documents	1,463	2,284	-0-	-0-	19,105
Governmental Affairs	-0-	-0-	-0-	-0-	1,741
Pamphlets & Clippings	1,805	2,334	2,091	455	13,363
TOTAL	9,698	11,326	3,133	918	140,592

LOAN OF STATE LIBRARY MATERIALS

* Table I *

	1981	1980	1979	1978
Adult Books	47,014	48,733	47,996	42,947
Traveling Library Books	347	678	1,168	2,073
Juvenile Books	3,819	3,298	4,838	3,838
Audio Tape Cassettes	21,133	21,193	24,060	22,769
Films	1,915	2,541	2,677	2,837
Filmstrips	19,615	19,776	21,645	20,095
Other Audio Visual	4,493	2,796	931	626
Other Printed	11,591	11,501	11,174	11,989
TOTAL	109,927	110,516	114,489	107,174

* Table II *

Individuals	56,500	59,064	64,351	58,602
School Libraries	28,199	27,699	24,535	21,783
Public Libraries	16,438	15,941	16,954	15,906
Academic/Special Libraries	3,265	2,610	1,922	2,559
State Departments & Institutions	4,940	4,524	5,559	6,251
Traveling Libraries	347	678	1,168	2,073
TOTAL	109,689	110,516	114,489	107,174

CIRCULATION REPORT

July 1, 1979 - June 30, 1980

CIRCULATION (Grand Total)			109,838
TYPE OF LOAN			
Books		52,031	
Adult	48,733		
Juvenile	3,298		
Non-Book		57,807	
Pamphlets	8,373		
Cassettes	21,193		
Filmstrips	19,776		
Photocopies	3,128		
Films	2,541		
Other	2,796		
Audiovisual	49,434		

*SPECIAL COLLECTIONS

	Requests	Books
Traveling Library	18	678

*Not counted in above circulation

CIRCULATION TO:

	Books	Non-Book	Total
Individuals	33,363	25,701	59,064
Libraries (college)	1,256	1,354	2,610
Libraries (public)	7,648	8,293	15,941
Libraries (school)	6,573	21,126	27,699
State departments and institutions	3,191	1,333	4,524
TOTAL	52,031	57,807	109,838

POSTAGE: $8,590.08

CIRCULATION REPORT

July 1, 1980 - June 30, 1981

CIRCULATION (Grand Total)			109,449
TYPE OF LOAN			
Books		50,833	
Adult	47,014		
Juvenile	3,819		
Non-Book		58,616	
Pamphlets	8,046		
Cassettes	21,133		
Filmstrips	19,615		
Photocopies	3,545		
Films	1,915		
Other	4,493		
Audiovisual	51,169		

*SPECIAL COLLECTIONS

	Requests	Books
Traveling Library	9	347

*Not counted in above circulation

CIRCULATION TO:

	Books	Non-Book	Total
Individuals	31,313	25,186	56,500
Libraries (college)	1,250	2,024	3,265
Libraries (public)	8,052	8,386	16,438
Libraries (school)	6,633	21,566	28,199
State departments and institutions	3,293	1,356	4,940
TOTAL	50,541	58,518	109,342

POSTAGE:

EIC	$ 2,074.77
Development & Planning	509.91
Library	8,801.31
TOTAL	$11,385.99

NORTH DAKOTA NETWORK FOR KNOWLEDGE

Fiscal 1980 Report

LIBRARY	REQUESTS REC'D FROM	REQUESTS FILLED BY STATE LIBRARY	WITHIN STATE	MINITEX	OTHER	TOTAL	REQUESTS NOT FILLED	REQ.FILLED BY LIBRARY
Books:								
MINITEX	216	119	74			193	23	1,331
BSL	1,328	88	976	154	103	1,321	7	11,107
BJC	123	40	27	17	1	85	38	136
BMC	197	61	52	10	12	135	62	278
BSF	51	22	17	2		41	10	36
DLC	47	25	16	1	1	43	4	11
DSC	270	64	60	66	18	208	62	175
NDS	832	97	137	3	8	245	587	731
UND	2,484	381	600	1	102	1,084	1,400	637
UNM	2	1	1			2		24
JC	235	65	69	16	11	161	74	131
MYS	230	61	77	57	4	199	31	66
MIS	253	44	93	73	14	224	29	263
VCS	150	63	35	18	4	120	30	286
WSS	189	44	67	46	11	168	21	421
WU	3	2	1			3		4
OUT OF STATE	93	70	1		3	74	19	445
cad.Total for Bks	6,703	1,247	2,303	464	292	4,306	2,397	16,039
Materials:								
MINITEX	452	10	296		137	443	9	1,267
BSL	1,138	2	848	216	68	1,134	4	5,276
BJC	124	87	6	20	5	118	6	68
BMC	179	113	1	46		160	19	87
BSF	25	14	10			24	1	1
DLC	12	1	3	7		11	1	14
DSC	103	36	1	63		100	3	103
NDS	20	13	1	1		15	5	210
UND	56	45		2		47	9	247
UNM	1						1	54
JC	72	11		58		69	3	71
MYS	94	21	44	23		88	6	15
MIS	361	35	4	303		342	19	175
VCS	60	14	2	40		56	4	62
WSS	37	7	1	26		34	3	109
WU	6	4		2		6		
OUT OF STATE	58	42	3		2	47	11	293
Acad. Total for Materials	2,798	455	1,220	807	212	2,694	104	8,052

NORTH DAKOTA STATE LIBRARY REQUEST REPORT, Fiscal 1980 (cont.)

LIBRARY	REQUESTS REC'D FROM	REQUESTS FILLED BY					REQUESTS NOT FILLED	REQ.FILLED BY LIBRARY
		STATE LIBRARY	WITHIN STATE	MINITEX	OTHER	TOTAL		
Books:								
Griggs Co.	122	58	33	2		93	29	
Divide Co.	235	147	39			186	49	
DLP	459	277	72	30	11	390	69	55
Adams Co.	64	48	8			56	8	
Stutsman Co.	1	1				1		
Heart of Am.	293	183	40	8	4	235	58	
Kidder Co.	250	144	52		7	203	47	
VCP	246	125	54	10	4	193	53	29
Leach Pub.	299	191	54	1	4	250	49	
WFPL	162	116	26		3	145	17	
Class III Total	2,131	1,290	378	51	33	1,752	379	84
Materials:								
Griggs Co.	47	36	7			43	4	
Divide Co.	48	43	5			48		
DLP	119	90		2	2	94	25	10
Adams Co.	88	73	6			79	9	
Stutsman Co.	11	11				11		
Heart of Am.	47	34	3	1	3	41	6	
Kidder Co.	13	9	4			13		
VCP	25	22	1			23	2	3
Leach Pub.	77	67	2	1		70	7	
WFPL	12	11				11	1	
Class III Tot. Materials	487	396	23	4	5	433	54	13
Books -ONDPL	2,956	1,975	355	85	48	2,463	493	
Materials-ONDPL	1,383	831	71	333	22	1,257	126	
Class IV Total	4,339	2,806	426	418	70	3,720	619	
Books -Hi Schls	4,436	4,232	39	2	3	4,276	160	
Materials - Hi Schools	2,694	2,159	134		1	2,294	400	
Books - Elem.Schls.	184	166	5			171	13	
Materials - Elem.Schls.	1,200	987	3			990	210	
Pub.Sch.Total	8,514	7,544	181	2	4	7,731	783	
Page 1 Total	9,501	1,702	3,523	1,271	504	7,000	2,501	24,091
Page 2 Total	8,327	3,760	1,630	866	151	6,407	1,920	1,642
Page 3 Total	6,957	4,492	832	473	108	5,905	1,052	97
REPORT TOTAL	24,785	9,954	5,985	2,610	763	19,312	5,473	25,830

NORTH DAKOTA NETWORK FOR KNOWLEDGE

Fiscal 1980 Report

LIBRARY	REQUESTS REC'D FROM	REQUESTS FILLED BY					REQUESTS NOT FILLED	REQ. FILLED BY LIBRARY
		STATE LIBRARY	WITHIN STATE	MINITEX	OTHER	TOTAL		
Books:								
BP	939	246	249	283	18	796	143	555
FP	727	200	196	161	28	585	142	128
GCB	922	389	212	4	27	632	290	3
GP	316	89	100	50	11	250	66	312
MP	1,473	530	302	156	29	1,017	456	212
Class I Total Books	4,377	1,454	1,059	654	113	3,280	1,097	1,210
Materials:								
BP	66	21	7	32		60	6	82
FP	128	74	1	35		110	18	11
GCB	180	105	5	4	6	120	60	
GP	99	77				77	22	24
MP	267	136	1	48		185	82	14
Class I Total Materials	740	413	14	119	6	552	188	131
Books:								
DPL	186	86	45	6	4	141	45	53
SCA	209	107	50			157	52	
JP	390	183	93	11	12	299	91	107
MDP	695	461	108	37	4	610	85	84
WCL	61	28	14		1	43	18	
MCMR	337	180	85	3	5	273	64	
WJM	566	251	122	20	6	399	167	41
WPRL	83	43	17			60	23	
Class II Total Books	2,527	1,339	534	77	32	1,982	545	285
Materials:								
DPL	143	111	6	1		118	25	
SCA	67	65				65	2	
JP	115	96	1			97	18	3
MDP	25	15	2			17	8	
WCL	22	15	6			21	1	
MCMR	77	62	7			69	8	
WJM	223	184	1	15		200	23	13
WPRL	11	6				6	5	
Class II Total Materials	683	554	23	16		593	90	16
	8,327	3,760	1,630	866	151	6,407	1,920	1,642

NORTH DAKOTA STATE LIBRARY REQUESTS FOR INTERLIBRARY LOAN

	BOOKS	MATERIALS	TOTAL
Interlibrary Loan	23,317	9,954	33,271
Mail	4,529	455	4,984
Telephone	2,770	343	3,113
Walk-in	10,435	12	10,447
GRAND TOTAL	41,051	10,764	51,815

NORTH DAKOTA NETWORK FOR KNOWLEDGE

Fiscal 1981 Report

LIBRARY	REQUESTS REC'D FROM	REQUESTS FILLED BY					REQUESTS NOT FILLED	REQ. FILLED BY LIBRARY
		STATE LIBRARY	WITHIN STATE	MINITEX	OTHER	TOTAL		
Books: MINITEX	378	166	173		5	344	34	1,664
BSL	1,566	198	1,096	234	30	1,558	8	10,503
BJC	106	30	29	12	5	76	30	138
BMC	231	53	69	26	1	149	82	304
BSF	17	7	6	4		17		29
DLC	35	19	8			27	8	10
DSC	183	46	55	45		146	37	235
NDS	1,015	108	167	3	2	280	735	624
UND	2,112	419	496	4	17	936	1,176	892
UNM	6	4	2			6		39
JC	194	39	77	19		135	59	148
MYS	127	18	58	28		104	23	43
MIS	314	45	81	120	4	250	64	270
VCS	134	29	48	6	3	86	48	269
WSS	200	42	71	44	1	158	42	461
WU	16	9	7			16		1
OUT OF STATE	130	103	2		1	106	24	151
Acad.Total for Bks	6,764	1,335	2,445	545	69	4,394	2,370	15,781
Materials: MINITEX	533	65	418		15	498	35	1,401
BSL	1,043	98	682	215	47	1,042	1	5,740
BJC	91	49	1	30		80	11	48
BMC	254	116	33	79		228	26	89
BSF	5	3	2			5		4
DLC	3	1	2			3		2
DSC	95	19		74		93	2	63
NDS	67	45	2	2	5	54	13	229
UND	56	49	1	1		51	5	434
UNM								19
JC	101	24	2	74		100	1	64
MYS	34	6	3	20		29	5	16
MIS	426	99	2	310		411	15	105
VCS	63	31	1	28		60	3	51
WSS	51	10	2	37		49	2	89
WU	18	18				18		3
OUT OF STATE	67	49		1		50	17	339
Acad. Total for Materials	2,907	682	1,151	871	67	2,771	136	8,657
	9,671	2,017	3,596	1,416	136	7,165	2,506	24,438

NORTH DAKOTA NETWORK FOR KNOWLEDGE

Fiscal 1981 Report

LIBRARY	REQUESTS REC'D FROM	REQUESTS FILLED BY STATE LIBRARY	WITHIN STATE	MINITEX	OTHER	TOTAL	REQUESTS NOT FILLED	REQ. FILLE BY LIBRARY
Books: BP	1,212	287	306	442	9	1,044	168	896
FP	1,125	376	277	243	1	897	228	122
GCB	967	394	248	15	9	666	301	1
GP	425	144	116	54	7	321	104	335
MP	1,298	429	315	132	3	879	419	320
Class I Total Books	5,027	1,630	1,262	886	29	3,807	1,220	1,674
Materials: BP	125	44	3	66		113	12	57
FP	149	76	3	52		131	18	8
GCB	249	155	1	23		179	70	
GP	111	101				101	10	7
MP	281	111	2	81		194	87	8
Class I Total Materials	915	487	9	222		718	197	80
Books: DPL	233	135	54		1	190	43	36
SCA	222	125	37	2	1	165	57	
JP	478	196	147	7	2	352	126	109
MDP	713	349	145	51	5	550	163	163
WCL	49	34	9			43	6	
MCMR	443	242	107	4	2	355	88	
WJM	663	291	169	31	6	497	166	69
WPRL	31	22	7			29	2	
Class II Total Books	2,832	1,394	675	95	17	2,181	651	376
Materials: DPL	81	64	3			67	14	2
SCA	71	68	1			69	2	
JP	79	54	2			56	23	7
MDP	124	97		5		102	22	2
WCL	4	1				1	3	
MCMR	97	53	34	4		91	6	
WJM	150	106	2	25		133	17	2
WPRL	11	7				7	4	
Class II Total Materials	617	450	42	34		526	91	13
	9,391	3,961	1,988	1,237	46	7,232	2,159	2,230

NORTH DAKOTA NETWORK FOR KNOWLEDGE

Fiscal 1981 Report

LIBRARY	REQUESTS REC'D FROM	REQUESTS FILLED BY					REQUESTS NOT FILLED	REQ. FILL BY LIBRAR
		STATE LIBRARY	WITHIN STATE	MINITEX	OTHER	TOTAL		
Books:								
Griggs Co.	149	80	23	4	2	109	40	
Divide Co.	229	119	44		2	165	64	
DLP	430	259	78	25	2	364	66	34
Adams Co.	86	60	11	3	1	75	11	
Stutsman Co.	1	1				1		
Heart of Am.	286	151	57	11	1	220	66	
Kidder Co.	236	154	55		1	210	26	
VCP	305	139	85	16	4	244	61	53
Leach Pvb.	211	117	56	2	2	177	34	
WFPL	58	42	6			48	10	
Class III Total Books	1,991	1,122	415	61	15	1,613	378	87
Materials:								
Griggs Co.	43	39		1		40	3	
Divide Co.	50	44	1			45	5	
DLP	45	35		1		36	9	1
Adams Co.	73	56	9	1		66	7	
Stutsman Co.								
Heart of Am.	81	53	17		1	71	10	
Kidder Co.	51	45	5			50	1	
VCP	57	32	13	1		46	11	4
Leach Pub.	19	11	5			16	3	
WFPL	60	9	17	25		51	9	
Class III Tot.Materials	479	324	67	29	1	421	58	5
Books -ONDPL	3,797	2,595	493	66	13	3,167	630	
Materials-ONDPL	1,812	1,098	152	256	8	1,514	298	
Class IV Total	5,609	3,693	645	322	21	4,681	928	
Books-Hi Schools	3,384	3,066	80		1	3,147	237	
Materials-Hi Schools	2,540	2,084	79			2,163	377	
Books-Elem.Schools	257	151	47			198	59	
Materials-Elem. Schools	1,460	1,144				1,144	316	
Pub.School Total	7,641	6,445	206			6,652	989	
Page 1 Total	9,671	2,017	3,596	1,416	135	7,164	2,507	24,438
Page 2 Total	9,392	3,961	1,988	1,237	47	7,233	2,159	2,230
Page 3 Total	15,720	11,584	1,333	412	38	13,367	2,353	92
REPORT TOTAL	34,783	17,562	6,917	3,065	220	27,764	7,019	26,760

NORTH DAKOTA NETWORK FOR KNOWLEDGE

Fiscal 1981 Report

NORTH DAKOTA STATE LIBRARY REQUESTS FOR INTERLIBRARY LOAN

	BOOKS	MATERIALS	TOTAL
Interlibrary Loan	23,849	10,634	34,480
Mail	3,397	809	4,206
Telephone	3,862	945	4,807
Walk-in	10,660	150	10,810
GRAND TOTAL	41,768	12,538	54,303

NORTH DAKOTA STATE LIBRARY

Expenditures 7-1-77 to 6-30-79

	Fiscal Year 1980	Fiscal Year 1981	Biennial Total
SALARIES & WAGES (total)	$ 342,594	$ 398,108	
FEES & SERVICES			
Travel	26,386	21,065	
Utilities	8,056	7,803	
Rents	173,243	62,099	
Communications	22,192	33,617	
Repairs	715	746	
Data Processing	10,489	5,430	
Microfilm	828	482	
Professional Fees	2,643	1,930	
Research Projects	7,723	1,600	
Blind Services -S.D.	53,542	69,004	
MINITEX	20,650	16,949	
Insurance	960	1,135	
Professional Development	3,373	6,017	
Miscellaneous	3,988	5,204	
TOTAL	$234,788	$233,081	
SUPPLIES & MATERIALS			
Office - Library Supplies	13,687	11,658	
Printing	18,988	12,365	
Books	55,885	63,417	
Audio-visual	32,809	20,174	
Periodicals	6,437	9,415	
Microfilm	-0-	-0-	
Miscellaneous	1,982	3,016	
TOTAL	$129,788	$120,045	
EQUIPMENT (total)	10,408	14,036	
GRANTS (total)	672,235	377,757	
GRAND TOTAL	$1,393,494	$1,143,027	

NORTH DAKOTA STATE LIBRARY

Library Services & Construction Act Grants

INSTITUTIONAL GRANTS	Fiscal Year 1980	Fiscal Year 1981	Biennial Total
State Industrial School	$ 3,944	$ 9,100	$13,044
Soldier's Home	450	-0-	450
School for the Deaf	6,500	6,000	12,500
Grafton State School	2,700	4,246	6,946
State Hospital	7,185	-0-	7,185
School for the Blind	4,217	5,650	9,867
TOTAL INSTITUTIONAL GRANTS	$24,996	$24,996	$49,992

NORTH DAKOTA STATE LIBRARY

Department Status Report

ACCOUNT DESCRIPTION	PERCENT COL/EXP	ORIGINAL AMOUNT	ADJUSTED AMOUNT	EXPENDITURES		BIENNIUM TO DATE REV/EXP	APPROPRIATION BALANCE
				1981	1980		
Revenues	90	817,419	937,818	451,147.63	389,789.19	840,936.82	96,881.18
Transfer from 001	95	1,689,053	1,705,159	764,862.51	861,079.42	1,625,941.93	79,217.07
TOTAL ...		2,695,472	2,831,977	1,216,010.14	1,250,868.61	2,466,878.75	176,098.25
APPROPRIATIONS							
Salaries & Wages	94	688,415	786,354	398,108	342,594	740,702	45,652
Fees & Services	98	431,306	458,764	227,169	223,471	450,640	8,124
Central Data Processing	53	30,000	30,000	5,430	10,489	15,919	14,081
Central Microfilm	21	6,000	6,000	482	828	1,310	4,690
Supplies & Materials	91	274,251	284,559	120,045	129,788	249,833	34,726
Equipment	92	26,500	27,300	14,036	10,408	24,444	2,856
Grants	100	1,050,000	1,050,000	377,757	672,235	1,049,992	8
TOTAL ...	96	2,540,472	2,642,977	1,143,027	1,389,813	2,532,840	110,137
FUND CASH BALANCE							32,652.12

NORTH DAKOTA STATE LIBRARY

Expenditures by Program 7-1-79 to 6-30-81

PROGRAM	BIENNIAL TOTAL
#620 - Business Office	
Salaries & Wages (total)	$ 92,129
Fees & Services	
Travel	2,464
Utilities	1,584
Rent	11,144
Repairs	1,018
Data Processing	3
Professional Fees	0
Insurance	536
Professional Development	717
Miscellaneous	860
TOTAL	$ 18,326
Supplies & Materials	
Office - Library Supplies	902
Printing	138
Fuel, Oil, Vehicle Repair Parts	4,436
Miscellaneous	60
TOTAL	$ 5,536
Equipment (total)	$ 586
GRAND TOTAL	$116,577

NORTH DAKOTA STATE LIBRARY

Expenditures by Program 7-1-79 to 6-30-81

PROGRAM	BIENNIAL TOTAL
#710 - Statewide Service	
Salaries & Wages (total)	$383,045
Fees & Services	
Travel	15,514
Utilities	12,673
Rent	101,296
Communications	29,493
Repairs	419
Data Processing	6,153
Professional Fees	-0-
MINITEX	36,916
Insurance	-0-
Professional Development	3,810
Miscellaneous	8,003
TOTAL	$214,277
Supplies & Materials	
Office - Library Supplies	5,641
Printing	12,400
Books	133,292
Audio-visual	51,803
Periodicals	11,159
Microfilm	263
Miscellaneous	545
TOTAL	$215,103
Equipment (total)	$ 22,654
GRAND TOTAL	$835,079

NORTH DAKOTA STATE LIBRARY

Expenditures by Program 7-1-79 to 6-30-81

PROGRAM	BIENNIAL TOTAL
#720 - State Government Service	
Salaries & Wages (total)	$ 101,175
Fees & Services	
Travel	670
Utilities	1,584
Data Processing	9,762
TOTAL	$ 32,925
Supplies & Materials (total)	13,621
Equipment (total)	118
GRAND TOTAL	$ 147,839

NORTH DAKOTA STATE LIBRARY

Expenditures by Program 7-1-79 to 6-30-81

PROGRAM	BIENNIAL TOTAL
#810 - Federal Administration	
Salaries & Wages (total)	$ 84,632
Fees & Services	
Travel	12,503
Rents	5,449
Communication	21,933
Repairs	24
Professional Fees	210
Professional Development	595
Miscellaneous Fees	3,019
TOTAL	$ 43,733
Supplies & Materials	
Office - Library Supplies	969
Printing	1,910
TOTAL	$ 2,879
Equipment (total)	708
GRAND TOTAL	$ 131,952
#820 - Education & Research	
Salaries & Wages (total)	$ 68,022
Fees & Services	
Travel	15,829
Rent	4,956
Communications	4,354
Research Projects	12,300
Professional Fees	1,935
Professional Development	3,295
Miscellaneous Fees	4,559
TOTAL	$ 47,228
Supplies & Materials	
Office - Library Supplies	$ 218
Printing	9,537
Books	3
Audio-visual	919
TOTAL	$ 10,677
Equipment (total)	$ 378
GRAND TOTAL	$ 126,305

NORTH DAKOTA STATE LIBRARY

Expenditures by Program 7-1-79 to 6-30-81

PROGRAM	BIENNIAL TOTAL
#830 - Blind Service	
Fees & Services	
Blind Services - South Dakota	$ 110,000
Supplies & Materials	
Printing	69
GRAND TOTAL	$ 110,069
#840 - Institutional Programs	
Salaries & Wages (total)	$ 9,845
Fees & Services	
Rent	1,758
Miscellaneous	114
TOTAL	$ 1,872
Supplies & Materials	
Books	$ 563
Periodicals	1,592
Office - Library Supplies	-0-
Audio-visual	530
TOTAL	$ 2,685
Equipment (total)	$ -0-
Grants (total)	$ 49,992
GRAND TOTAL	$ 64,394

NORTH DAKOTA STATE LIBRARY

Expenditures by Program 7-1-79 to 6-30-81

PROGRAM	BIENNIAL TOTAL
#850 - Grants-in-Aid	
Salaries & Wages (total)	$ 1,855
Fees & Services (total)	357
Supplies & Materials (total)	41
GRAND TOTAL	$ 2,253
#860 - State Aid to Libraries	
Grants	$1,000,000
GRAND TOTAL	$1,000,000